

Dos and Don'ts for Safe Driving

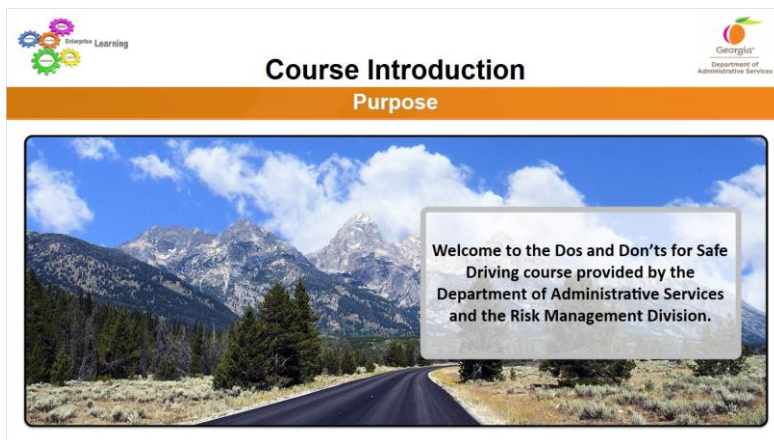
1. Course Start

1.1 Course Title



Notes:

1.2 Welcome



Notes:



Welcome to the course on the Dos and Don'ts for Safe Driving. This course is provided by the Department of Administrative Services and the Risk Management Division.

Purpose Layer

The purpose of this course is to:

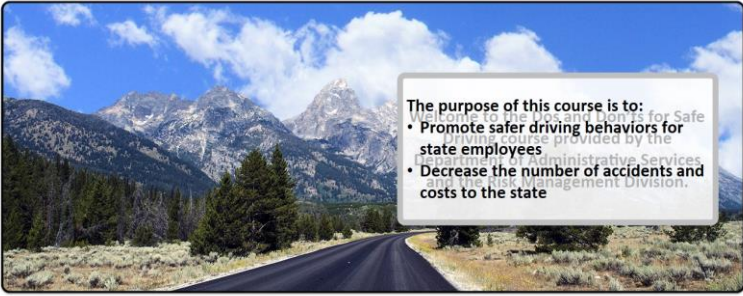
- Promote safer driving behaviors for state employees
- Decrease the number of accidents and resulting cost to the state

Purpose (Slide Layer)



Course Introduction

Purpose



The purpose of this course is to:

- Promote safer driving behaviors for state employees
- Decrease the number of accidents and costs to the state

1.3 Features and Navigation



Course Introduction

Features and Navigation





If you need help with the features and navigation of this course, click the "View It!" button for a brief explanation. Otherwise, click next to continue.



Notes:

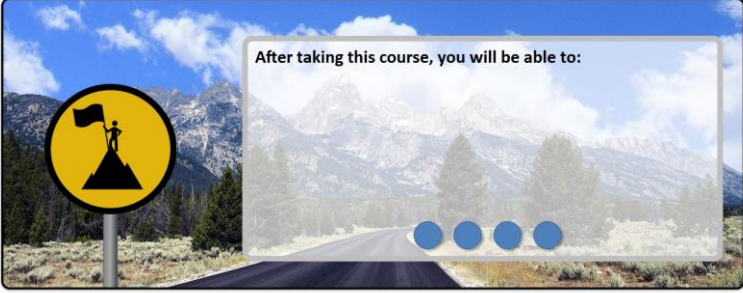
If you need an overview of the features and navigation for this course, click on the "View it" button below. If not, click Next.

1.4 Goals



Course Introduction

Goals



After taking this course, you will be able to:

- Describe why safe driving is important to you and the state
- Recognize and use positive behaviors while driving
- Recognize and avoid negative behaviors that result in unsafe driving
- Identify best practices for particular driving situations

Notes:

After taking this course you will be able to:



Describe why safe driving is important to you and the state

Recognize and use positive behaviors while driving

Recognize and avoid negative behaviors that result in unsafe driving


Identify best practices for particular driving situations

Goal 1 (Slide Layer)



Course Introduction


Goals



After taking this course, you will be able to:

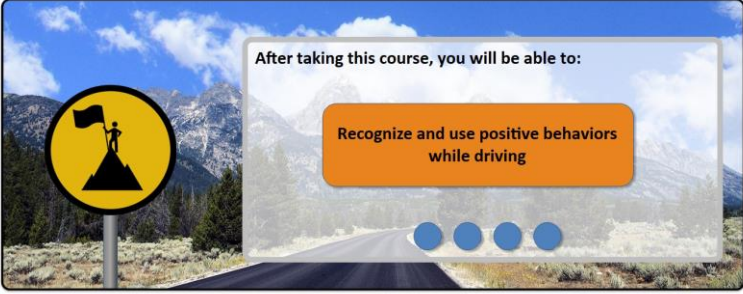
- Describe why safe driving is important to you and the state

Goal 2 (Slide Layer)



Course Introduction

Goals





After taking this course, you will be able to:

Recognize and use positive behaviors while driving

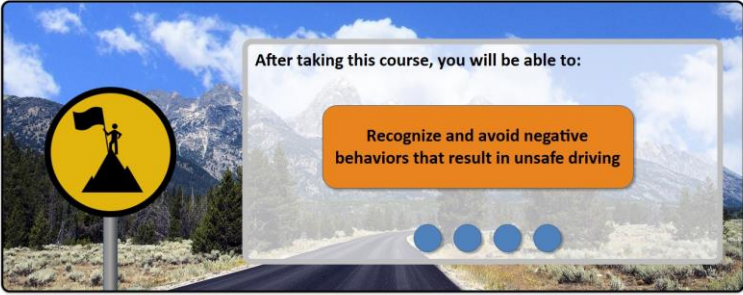
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Goal 3 (Slide Layer)



Course Introduction

Goals



After taking this course, you will be able to:

Recognize and avoid negative behaviors that result in unsafe driving

Four blue progress dots are shown at the bottom of the slide layer.

Goal 4 (Slide Layer)



Course Introduction

Goals

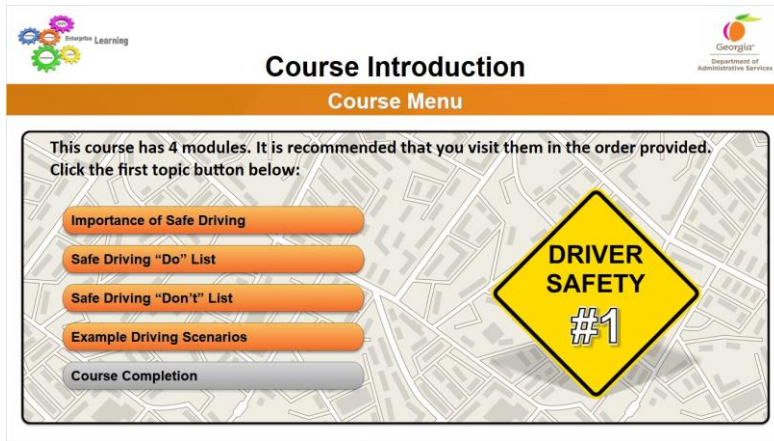


After taking this course, you will be able to:

Identify best practices for particular driving situations

Four blue progress dots are shown at the bottom of the slide layer.

1.5 Course Introduction



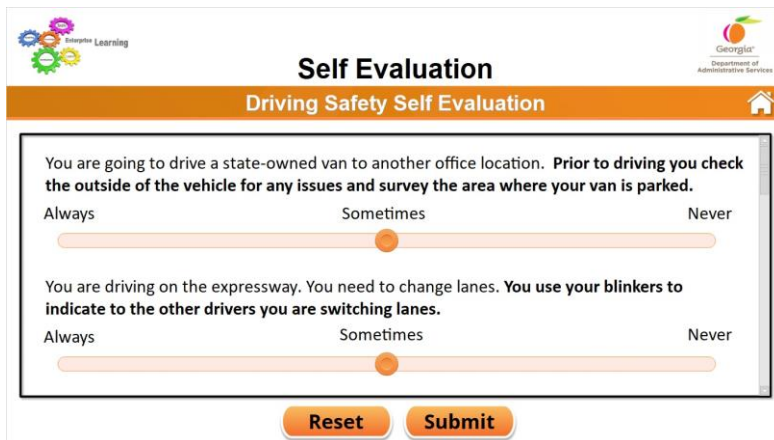
The screenshot shows the 'Course Introduction' page. At the top, there are logos for 'Georgia Learning' and 'Georgia Department of Administrative Services'. The title 'Course Introduction' is centered, with a sub-header 'Course Menu' below it. The main content area has a background image of a city street map. On the left, there is a list of five orange buttons: 'Importance of Safe Driving', 'Safe Driving "Do" List', 'Safe Driving "Don't" List', 'Example Driving Scenarios', and 'Course Completion'. On the right, there is a yellow diamond-shaped sign that reads 'DRIVER SAFETY #1'. Above the buttons, text states: 'This course has 4 modules. It is recommended that you visit them in the order provided. Click the first topic button below:'.

Notes:

This course has four modules that are best visited in the listed order. Click the first topic button to begin.

2. Self Evaluation

2.1 Self Evaluation



The screenshot shows the 'Self Evaluation' page. At the top, there are logos for 'Georgia Learning' and 'Georgia Department of Administrative Services'. The title 'Self Evaluation' is centered, with a sub-header 'Driving Safety Self Evaluation' below it. The main content area has a background image of a city street map. It contains two evaluation questions, each with a slider from 'Always' to 'Never'. The first question is: 'You are going to drive a state-owned van to another office location. Prior to driving you check the outside of the vehicle for any issues and survey the area where your van is parked.' The second question is: 'You are driving on the expressway. You need to change lanes. You use your blinkers to indicate to the other drivers you are switching lanes.' Below the questions are two orange buttons: 'Reset' and 'Submit'.

Notes:

You need to reach something on a high shelf and a chair is sitting close by that you could use. **Instead you get the ladder in the storage room down the hallway.**

You are walking down some wide stairs in a building lobby. The railing is 6 feet away to the side. **You move to the side to use the railing.**

It is raining as you enter the office building. **You put your umbrella in a plastic slip cover to avoid dripping water.**

You receive a text while walking. **You stop walking while reading the text.**

You see some boxes stored in the stairwell that block part of the stairs. **You report it to maintenance as a safety issue.**

You need to carry a box down to the next floor and the elevator is full. The stairwell is close by. **You wait for the next elevator.**

The stairs leading down to the parking garage are iced over. **You avoid the steps and take the long way around.**

You are walking down a hallway and approach a corner. **You slow down and look before turning the corner.**

You are walking across a dark parking lot to where your vehicle is located. Cutting through the cars is closer. **You take the long way using the lighted sidewalk.**

The lobby floor has been mopped and there is a "Warning Wet Area" sign placed nearby. The closest way to the door is across the wet area. **You go around the wet area to reach the exit.**

Feedback Text

Congratulations! You consistently make safe choices.

Congratulations! You prefer to make safe choices and only sometimes take risks that could lead to injury.

You have a tendency to consider safety but quite often will forget. Think more before you act.

You make too many unsafe choices! Be more careful or an accident may happen to you.

You consistently disregard your personal safety! You are taking too many risks and should consider your safety.

Instruction Layer (Slide Layer)

Self Evaluation

The purpose of this exercise is to help you evaluate your own safety choices – not to test your knowledge.

It is important that you be honest with yourself in order for this exercise to be of any value.

The correct behavior is displayed in bold text for each situation. Select whether or not you would "Always", "Sometimes" or "Never" choose the correct behavior in the given situation.

Use the scrollbar on the right to view and select an answer for each situation. Click on the Submit button when you are done answering. Based on your score you will receive feedback about your attitude towards safety.

Click on the "Start" button below to begin.

Start

Reset **Submit**

Instructions:

- You are going to drive a s... the outside of the vehicle... Always
- You are driving on the ex... indicate to the other driv... Always
- ... or to driving you check... ar van is parked. Never
- ... your blinkers to... Never

Feedback Layer (Slide Layer)

Self Evaluation
Driving Safety Self Evaluation

You are going to drive a state vehicle. Prior to driving you check the outside of the vehicle for your van is parked.

Always Never

You are driving on the expressway. You indicate to the other driver your blinkers to

Always Never

%FeedbackText%

Reset Submit

3. Safe Driving Do List

3.1 Module Goal

Safe Driving Do List
1 of 10 Module Goal

GOALS

This module focuses on best practices for safe driving.

Why do you need to know this?

Knowing the positive behaviors for driving can help you evaluate your own driving practices and possibly provide examples you can follow to improve your own driving.

Notes:

This module covers the best practices for safe driving.

So why do you need to know this? - comparing your own driving behaviors against what is considered best practice can help you evaluate yourself and hopefully provide you with some examples of positive habits to adopt.

3.2 Take Action Drive Safely



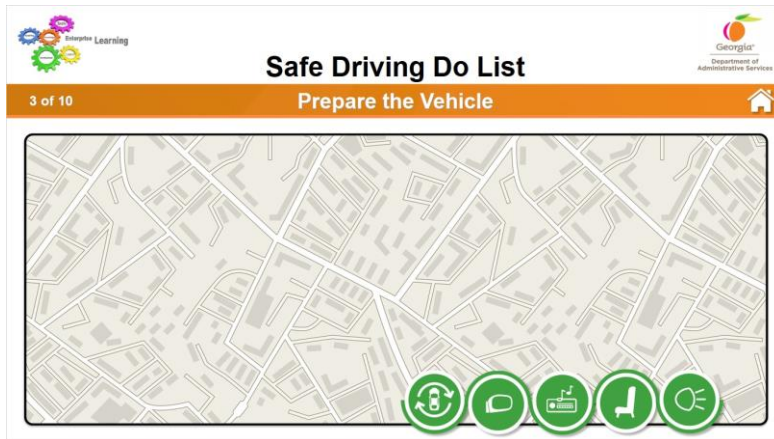
Notes:

Driving safely is not a passive activity - it requires you to take action to ensure that your vehicle is ready for driving, that you yourself are ready and that the habits that you follow while driving are oriented towards safety.

Sign Layer (Slide Layer)



3.3 Prepare the Vehicle



Notes:

Preparing your vehicle before driving is the first step in ensuring a safe trip. This can include additional steps that are particular to your vehicle or situation.

Click on each button to view more information.

Check your vehicle for any internal or external issues - for example - low tire pressure or non-functional lights. This is especially important if you are driving a vehicle you are not familiar with.

Visually check the area - are there vehicles with other drivers? Are there people walking nearby, are there any objects in the way?

So why is this important? Knowing the condition of your vehicle and surroundings helps you increase your awareness and avoid any possible hazards as you start your trip.

Check your rearview mirror position each time and don't settle for it being "sort of" in the right position.

Adjust both side mirrors manually or with the controls.

So why is this important? Knowing what is behind or beside you helps you maintain awareness as you drive and decreases the chance of you missing something in your blind spot. Also, doing this before you drive ensures that you aren't fiddling with the mirrors later while moving.

When using rented or shared vehicles you should take a little time to locate and understand the most common controls - lights, blinkers, wiper, air conditioner, etc.

If you plan to listen to music go ahead and set up the radio stations - start the engine if necessary to do this.

If you are using a GPS input your destination. Turn on audio for navigation if this feature is available. Again start the vehicle if necessary. Set up any other devices that you need.

So why is this important - so that you can minimize distraction and any need for adjustments while driving and have your navigation aid ready to go.

Adjust the seating to fit your height - both the distance from the pedal controls and the inclination of the seat back should be adjusted for your comfort.

So why is this important - so that your control of the foot pedals is optimal and you can avoid trying to make adjustments while driving.

If the vehicle lights are not automatic turn them on if the weather or the time of day calls for it.

So why is this important - so that you can see adequately and others can see you as well.

Prepare the Vehicle (Slide Layer)



Safe Driving Do List

3 of 10 Prepare the Vehicle 



Prepare the Vehicle



Click on each button to view more.



Check the Vehicle & Area (Slide Layer)



Safe Driving Do List

3 of 10 Prepare the Vehicle 



Check the Vehicle & Area

Check the vehicle for any issues -

- ☐ Low tire pressure
- ☐ Non-functional lights



Set Mirror Positions (Slide Layer)



Safe Driving Do List

3 of 10 Prepare the Vehicle 




Set Mirror Positions

Check the position of your rearview mirror

- ☐ Check it each time
- ☐ Optimize the view



Set Controls (Slide Layer)



Safe Driving Do List


3 of 10 Prepare the Vehicle



Set Controls

Familiarize yourself with the controls

- ☐ Rental or shared vehicles
- ☐ Locate lights, wipers, AC, etc.



Adjust Seating (Slide Layer)



Safe Driving Do List

3 of 10 Prepare the Vehicle



Adjust Seating

Adjust the seat for your height

- ☐ Distance
- ☐ Inclination



Turn on Lights (Slide Layer)



Safe Driving Do List

3 of 10 Prepare the Vehicle



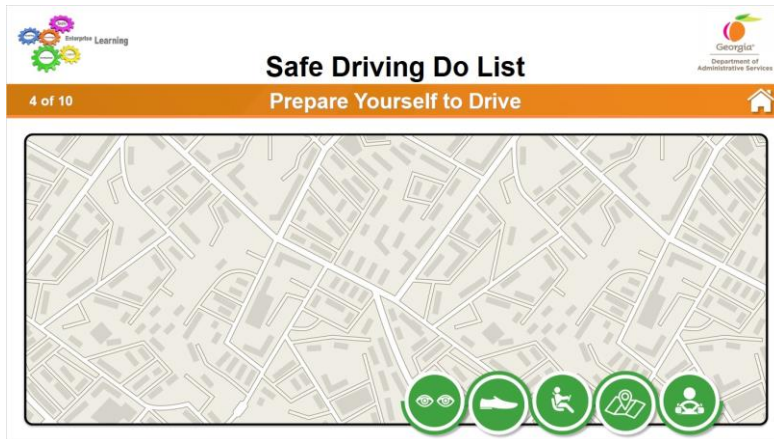
Turn on Lights

Turn on the vehicles lights

- ☐ Weather
- ☐ Time of Day



3.4 Prepare Yourself



Notes:

Preparing yourself is the next step to ensuring a safe trip.

Click on each button to view more information.

You should always evaluate yourself before driving and only do so if you are well rested. If you are too tired, and having someone else drive is not an option, you should consider using alternative means of transportation - taxi, online transportation service, or public transportation.

So why is this important? - Being alert allows you to notice what is going on around you on the road.

Being sleepy slows down your reaction time and can lead to accidents

Always wear proper footwear when driving. Proper shoes allow full contact with the pedals and are not prone to slipping. Smooth heel, high heel, and even some types of rubber work boots are not appropriate for driving. Keeping some flat heeled shoes on hand for driving is a good idea.

So why is this important? Keeping your feet in contact with the pedals allows you to maintain control of your speed and braking. Shoes that are slippery, have insufficient surface contact with the pedals, or get caught easily on the floor mats can interfere with your ability to maintain control.

Always put on your seatbelt prior to moving, It is also your responsibility as the driver to make sure your passengers do the same. Make the request politely but don't let it be optional for passengers.

So why is this important? The driver and front seat passengers are required to wear a seatbelt by law. Seatbelts increase your safety if an accident occurs and that is also true for all passengers - whether or not they are sitting in the front.



Always research where you are driving to if you haven't been there before. Using a GPS is a great aid but is no substitute for knowing where a place is. Many times a GPS will not tell you where parking is available or where a particular building is if it is in a campus setting.

So why is this important? You will be able to better anticipate needed lane changes and turns. Also, knowing beforehand where you are going helps you keep your focus on driving rather than fiddling with a GPS or maps.

Grip the steering wheel at the 9 and 3 o'clock position. Gripping it at the top is incorrect

So why is this important? Almost all vehicles have airbags and if you have your hands on top of the steering wheel they are more likely to be injured by the airbag deployment.


PrepareYourselfToDrive (Slide Layer)




Safe Driving Do List

4 of 10


Prepare Yourself to Drive





Prepare Yourself



Click on each button to view more...




Be Alert (Slide Layer)



Safe Driving Do List

4 of 10


Prepare Yourself to Drive



Be Alert

Drive when you are well rested

- ☐ Evaluate your state
- ☐ Use alternatives if drowsy



Wear Proper Footwear (Slide Layer)



Safe Driving Do List

4 of 10

Prepare Yourself to Drive



Wear Proper Footwear

Use shoes that allow your foot full contact with the pedals

- ☐ Don't wear smooth heel, high-heel, or rubber work boots while driving
- ☐ Have shoes for driving on hand



Wear a Seatbelt (Slide Layer)



Safe Driving Do List

4 of 10

Prepare Yourself to Drive



Wear A Seatbelt

Always put on your seatbelt when driving

- ☐ Wear prior to moving
- ☐ Include passengers



Know Your Destination (Slide Layer)



Safe Driving Do List

4 of 10


Prepare Yourself to Drive



Know Your Destination

Always know where you are going

- ☐ Using a GPS isn't a substitute for knowing
- ☐ Know your parking options



Use Proper Hand Position (Slide Layer)



Safe Driving Do List

4 of 10

Prepare Yourself to Drive



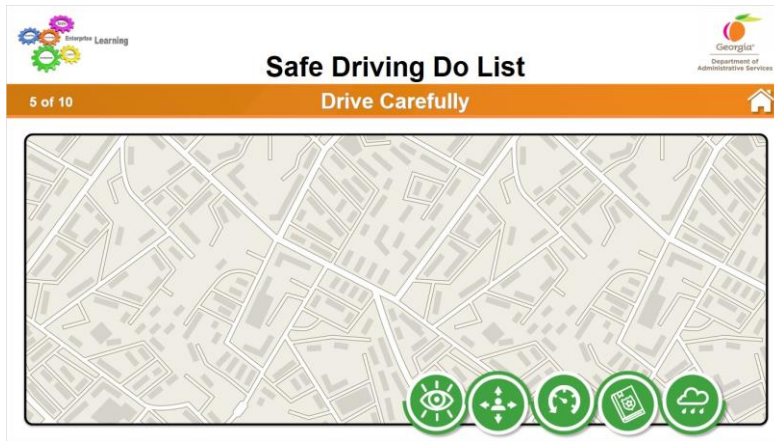
Use Proper Hand Position

Grip the steering wheel correctly

- ☐ 9 and 3 o'clock
- ☐ Do not grip at the top



3.5 Drive Carefully



Notes:

Driving carefully includes the final group of positive practices for ensuring a safe trip.

Click on each button to view more information.

Begin being observant when backing up and making sure nothing is behind you. As you drive keep your eyes on the road, and what other vehicles and drivers are doing.

So why is this important? Detecting what is going on around you as soon as possible allows you time to react and decide your best course of action.

Adjust your driving to the road and traffic conditions. If there is construction going on slow down accordingly. If there is traffic try to maintain space in front of you and don't tailgate.

So why is this important? It helps you maintain safety in spite of the changes in conditions.

Take driving slow and steady. Respect and follow the posted speed limits. Drive at a steady pace without abrupt changes in acceleration. If on the highway stay in the slower lanes and avoid lane changes as much as possible.

So why is this important? Following the speed limit gives you increased time to react to changes on the road. The lower the speed, the less likely for serious injury to occur.

Know and obey traffic laws. This includes taking notice of any posted traffic signs. You should be familiar with all standard traffic law so take time to review it if you find yourself unsure about some issues.

So why is this important? Laws exist to protect you and others on the road. If you do break a law you will be personally responsible to pay any fines incurred.

Adjust how you drive to fit the weather conditions. Drive slower in rainy conditions. Or in some cases, avoid driving at all if you are faced with snowy or icy conditions.

So why is this important? Adjusting how you drive decreases your chance of hydroplaning or losing control of your vehicle.

Drive Carefully Layer (Slide Layer)



Safe Driving Do List

5 of 10 Drive Carefully



Drive Carefully



Click on each button to view more.



Be Observant (Slide Layer)



Safe Driving Do List

5 of 10 Drive Carefully




Be Observant

Be observant of your surroundings and other vehicles

- ☐ Look when backing up
- ☐ Keep your eyes on the road and other drivers



Adjust to Conditions (Slide Layer)



Safe Driving Do List


5 of 10 Drive Carefully



Adjust to Conditions

Adjust to road and traffic conditions

- ☐ Slow during construction
- ☐ Maintain space in traffic



Take It Slow and Steady (Slide Layer)



Safe Driving Do List

5 of 10 Drive Carefully



Take it Slow and Steady

Follow the speed limit as it is posted

- ☐ Drive at a steady pace without sudden acceleration
- ☐ Prefer the slower lanes and don't change lanes unless necessary



Know and Obey The Law (Slide Layer)



Safe Driving Do List

5 of 10 Drive Carefully





Know and Obey the Law

Know and obey traffic laws

- ☐ Notice and obey any posted signs
- ☐ Know standard laws – this includes using your turn signal, making a u-turn, etc.




Adjust for Weather (Slide Layer)



Safe Driving Do List






5 of 10 Drive Carefully



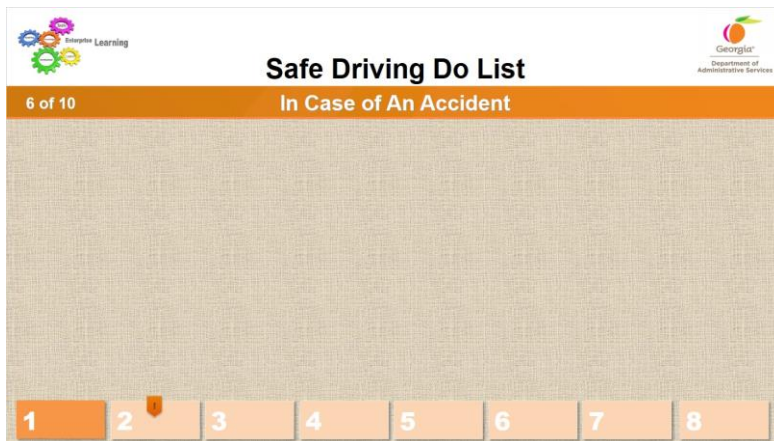
Adjust for Weather

Adjust how you drive for weather

- ☐ Slow down for rain
- ☐ Avoid driving at all during snowy or icy conditions



3.6 After an Accident



Notes:

If you are in an accident there are certain steps you can take to ensure your safety.

If your vehicle is state owned it may have an emergency kit. These kits can contain a variety of useful items - first aid, signal flares, reflective gear, seat-belt cutters, window hammers, etc. Know where the kit is in your vehicle and what it contains. Make use of it if circumstances call for it. If you go on long trips using your personal vehicle consider purchasing one for yourself. Slide the marker to each number to view more information

When an accident occurs turn on your hazard lights immediately. Check everyone in your vehicle for injury and call 911 if someone is injured or if your vehicle can not move. Do not get out of our vehicle - wait for the police to arrive. If your vehicle can move, get to the shoulder of the road and out of traffic as soon as you can. Wait to call 911 after you have taken some other precautionary steps as indicated.

Make sure you move far enough off the shoulder of the road to allow you to safely open your car door. Before talking with the other driver place a reflective triangle further back down the side of the road if you have one in your possession.

Talk to the other driver and ask them if they are injured. If they are injured immediately call 911. Otherwise share and obtain information - Names, insurance information, vehicle models, tag numbers, and phone numbers. Refer to your insurance card for details on what other information you need to obtain (see link to insurance card example on the reference menu). Remain calm and talk respectfully with the other driver. Avoid blaming the other driver for the accident or admitting guilt on your part.

After talking with the other driver only one of you should contact 911 (assuming you haven't already done so by this time). When the police arrive provide your information. Obtain the police report or information on how to get a copy later. Write down the name of the police agency, officer's name, and any details about traffic citations given.

Take photos with your phone while waiting for police to arrive - include photos of the

vehicles, damage, scene area, and vehicle tags. Once you have all the photos you need, take a moment to write down exactly what happened. Describe the scenario in as much detail as possible, and include the moments leading up to the accident. The sooner you note what happened, the easier it will be to give your account to the police and your insurance representative after that.

Even if you feel okay right after the accident, you should take the risk of injury seriously. You might feel fine, but there are a number of injuries commonly associated with car accidents that don't show symptoms immediately. Your adrenaline can easily hide the fact that you're hurt, so be sure to keep an eye out for any pain or stiffness as time passes. Go to the doctor if any symptoms show up.

Report any accident within 48 hours to the toll free number on your insurance card. Refer to the detailed instructions on the insurance card as to what information you need to provide when you call.

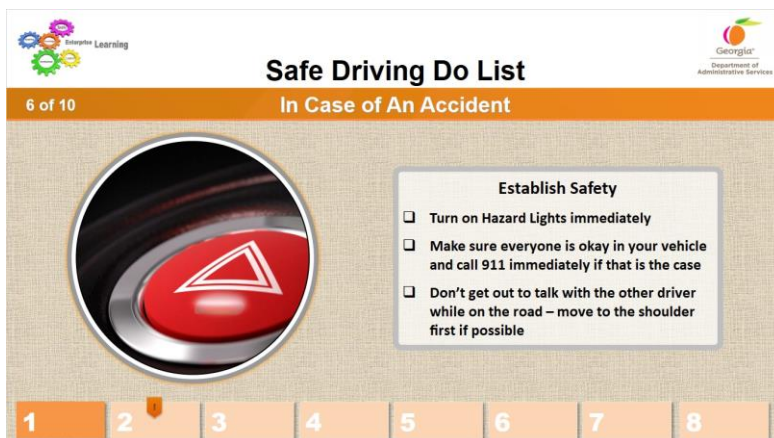
1 (Slide Layer)



The slide is titled "Safe Driving Do List" and "In Case of An Accident". It is slide 6 of 10. The main image shows a red triangular emergency kit with a white cross and a blue car. A small text box says "Slide the marker to each number to view more information." Below the image is a navigation bar with numbers 1 through 8. A list titled "Emergency Kits" contains three items:

- ☐ State-owned vehicles may have an emergency kit
- ☐ If your vehicle has an emergency kit know where it is and what it contains
- ☐ Consider purchasing one for your own vehicle

2 (Slide Layer)



The slide is titled "Safe Driving Do List" and "In Case of An Accident". It is slide 6 of 10. The main image shows a red triangular emergency kit with a white cross and a blue car. A small text box says "Slide the marker to each number to view more information." Below the image is a navigation bar with numbers 1 through 8. A list titled "Establish Safety" contains three items:

- ☐ Turn on Hazard Lights immediately
- ☐ Make sure everyone is okay in your vehicle and call 911 immediately if that is the case
- ☐ Don't get out to talk with the other driver while on the road – move to the shoulder first if possible

3 (Slide Layer)



Safe Driving Do List

6 of 10 In Case of An Accident



Move to Shoulder

- ☐ Move far enough off road to allow you to open your car door safely
- ☐ Place your reflective triangle if you have one

1

2

3

4



5

6

7


8

4 (Slide Layer)



Safe Driving Do List

6 of 10 In Case of An Accident



Talk to the other driver

- ☐ Ask the other driver if they are okay – if injured immediately call 911
- ☐ Share information with the other driver
- ☐ Remain calm and talk respectfully
- ☐ Avoid blaming or admitting guilt

1

2

3

4



5

6

7


8

5 (Slide Layer)



Safe Driving Do List

6 of 10 In Case of An Accident



Contact Emergency Services / Police

- ☐ One of the drivers should contact 911
- ☐ Provide insurance card and other information to police
- ☐ Get information about the accident report and the reporting officer

1

2

3

4

5

6

7

8

6 (Slide Layer)



Safe Driving Do List

6 of 10 In Case of An Accident



Take Photos and Notes

- ☐ Take photos with your phone
- ☐ Write down a detailed account of what happened
- ☐ Have a clear account in your head to tell the police officer and later your insurance rep

1

2

3

4

5

6

7

8

7 (Slide Layer)



Safe Driving Do List

6 of 10 In Case of An Accident



Visit the Doctor if Necessary

- ☐ You don't always feel pain right after an accident
- ☐ If any pain or stiffness develops after the accident visit your doctor

1

2

3

4



5

6

7


8

8 (Slide Layer)



Safe Driving Do List

6 of 10 In Case of An Accident



Reporting the Accident

- ☐ Report any accident within 48 hours
- ☐ Follow the detailed instructions on the current version of the card

1

2

3

4

5

6

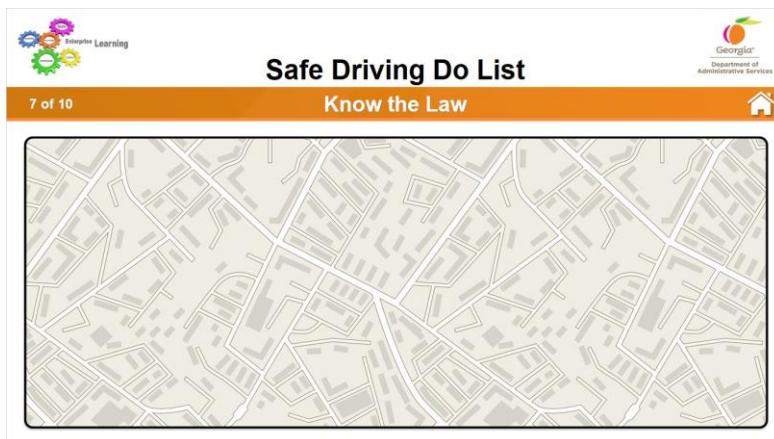
7

8

Instruction Layer (Slide Layer)



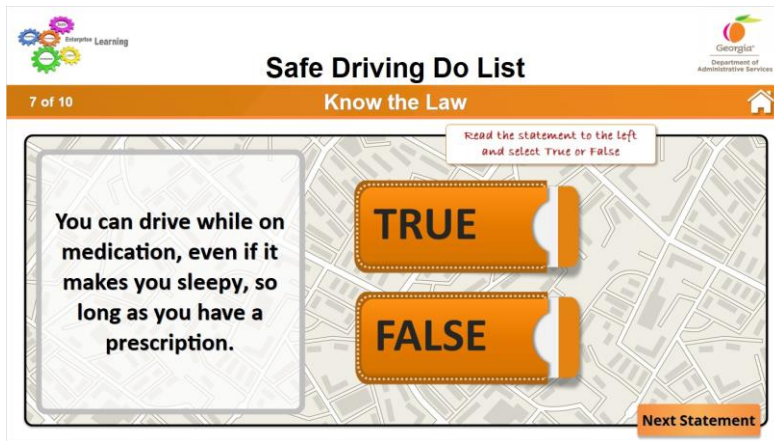
3.7 Know the Law



Notes:

The purpose of this exercise is to help you check your own understanding of traffic law. Read each statement and select whether or not the statement is true or false. After answering click on the Next Statement button until you complete the exercise.

Statement 1 (Slide Layer)



This slide is part of a presentation titled "Safe Driving Do List" under the "Know the Law" section. It is slide 7 of 10. The slide features a background map of a city street grid. On the left, a white box contains the statement: "You can drive while on medication, even if it makes you sleepy, so long as you have a prescription." To the right of this box are two orange buttons with white text: "TRUE" and "FALSE". Above these buttons is a small instruction box that says "Read the statement to the left and select True or False". In the bottom right corner, there is a "Next Statement" button. The slide includes logos for "Georgia's Department of Administrative Services" and "eLearning" in the top corners.

Safe Driving Do List

7 of 10 Know the Law

Read the statement to the left and select True or False

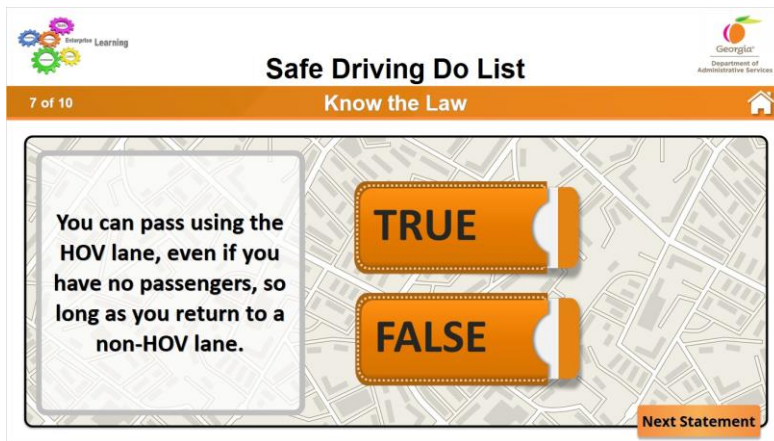
You can drive while on medication, even if it makes you sleepy, so long as you have a prescription.

TRUE

FALSE

Next Statement

Statement 2 (Slide Layer)



This slide is part of a presentation titled "Safe Driving Do List" under the "Know the Law" section. It is slide 7 of 10. The slide features a background map of a city street grid. On the left, a white box contains the statement: "You can pass using the HOV lane, even if you have no passengers, so long as you return to a non-HOV lane." To the right of this box are two orange buttons with white text: "TRUE" and "FALSE". In the bottom right corner, there is a "Next Statement" button. The slide includes logos for "Georgia's Department of Administrative Services" and "eLearning" in the top corners.

Safe Driving Do List

7 of 10 Know the Law

You can pass using the HOV lane, even if you have no passengers, so long as you return to a non-HOV lane.

TRUE

FALSE

Next Statement

Statement 3 (Slide Layer)



This slide is part of a presentation titled "Safe Driving Do List" under the "Know the Law" section. It is slide 7 of 10. The slide features a background map of a city street grid. On the left, a white box contains the statement: "You have to move over to the side of the road to let fire trucks go by when they are using their siren and lights." To the right of this box are two orange buttons with white text: "TRUE" and "FALSE". In the bottom right corner, there is a "Next Statement" button. The slide includes logos for "Georgia's Department of Administrative Services" and "eLearning" in the top corners.

Safe Driving Do List

7 of 10 Know the Law

You have to move over to the side of the road to let fire trucks go by when they are using their siren and lights.

TRUE

FALSE

Next Statement

Statement 4 (Slide Layer)



Safe Driving Do List

7 of 10 Know the Law 

You can continue driving if a school bus stops on the other side of a 4 lane road with a median or turning lane.

TRUE

FALSE

[Next Statement](#)

Statement 5 (Slide Layer)



Safe Driving Do List

7 of 10 Know the Law 

You are driving in a construction zone but no workers are present but some barriers are in place. You can drive the normal speed limit.

TRUE

FALSE

[Next Statement](#)

Statement 6 (Slide Layer)



Safe Driving Do List

7 of 10 Know the Law 

You can text while waiting for a signal to change.

TRUE

FALSE

[Next Statement](#)

Statement 7 (Slide Layer)



Safe Driving Do List

7 of 10 Know the Law 

You are approaching a signal light and it changes to red. You can make a right turn on red without stopping.

TRUE

FALSE

[Next Statement](#)

Statement 8 (Slide Layer)



Safe Driving Do List

7 of 10 Know the Law 

You are driving in the right lane and see some emergency vehicles on the side of the road. You must move over one lane to the left before passing by the vehicles.

TRUE

FALSE

Instruction Layer (Slide Layer)



Safe Driving Do List



7 of 10 Know the Law 



[Begin Exercise](#)

3.8 Multiple Selection

(Multiple Response, 10 points, 2 attempts permitted)



Module Title

8 of 10Review

From the list of choices below, select the items that are steps in "Preparing Your Vehicle"

- ☒ Check the vehicle and area
- ☒ Set controls
- ☐ Fuel the vehicle
- ☒ Set mirror positions
- ☐ Check the engine

Correct	Choice
X	Check the vehicle and area
X	Set controls
	Fuel the vehicle
X	Set mirror positions
	Check the engine

Feedback when correct:


That's right! You selected the correct responses.

Feedback when incorrect:

You did not select the correct responses. A & B are correct.

Notes:

Correct (Slide Layer)



Module Title

8 of 10Review

From the list of items, select the correct responses.

Correct

That's right! You selected the correct responses.

Continue

☒ Check the vehicle's oil level

☒ Set controls


☐ Fuel the vehicle

☒ Set mirror positions

☐ Check the engine

your Vehicle"

Incorrect (Slide Layer)



Module Title

8 of 10Review

From the list of items, select the correct responses.

Incorrect

You did not select the correct responses. A & B are correct.

Continue

☒ Check the vehicle's oil level

☒ Set controls


☐ Fuel the vehicle

☒ Set mirror positions

☐ Check the engine

your Vehicle"

Try Again (Slide Layer)



Module Title

8 of 10Review

From the list of items, select the correct responses.

Incorrect

That is incorrect. Please try again.

Try Again

☒ Check the vehicle's oil level

☒ Set controls

☐ Fuel the vehicle



☒ Set mirror positions

☐ Check the engine

your Vehicle"

3.9 Drag & Match

(Matching Drag-and-Drop, 10 points, 2 attempts permitted)



Module Title

9 of 10 Review

Drag and drop each reason on the right to match up with the correct item on the left.

Be Observant	Allows you see what is happening and choose the best course of action
Adjust to Conditions	Helps you maintain safety in spite of changes to road conditions
Know and Obey Traffic Laws	These exist to protect you and others
Take it Slow and Steady	Increases the amount of time you have to react to hazards or changes in the driving environment

Correct	Choice
Be Observant	Allows you see what is happening and choose the best course of action
Adjust to Conditions	Helps you maintain safety in spite of changes to road conditions
Know and Obey Traffic Laws	These exist to protect you and others
Take it Slow and Steady	Increases the amount of time you have to react to hazards or changes in the driving environment

Feedback when correct:

That's right! You matched the correct items.

Feedback when incorrect:

You did not correctly match the items.

Correct (Slide Layer)

Module Title

9 of 10

Review

Drag and drop the left.

Be Observant

Adjust to Conditions

Know and Obey

Take It Slow and Steady

Increases the amount of time you have to react to hazards or changes in the driving environment

Correct

That's right! You matched the correct items.

Continue

Incorrect (Slide Layer)

Module Title

9 of 10

Review

Drag and drop the left.

Be Observant

Adjust to Conditions

Know and Obey

Take It Slow and Steady

Increases the amount of time you have to react to hazards or changes in the driving environment

Incorrect

You did not correctly match the items.

Continue

Try Again (Slide Layer)

Module Title

9 of 10

Review

Drag and drop the left.

Be Observant

Adjust to Conditions

Know and Obey

Take It Slow and Steady

Increases the amount of time you have to react to hazards or changes in the driving environment

Incorrect

That is incorrect. Please try again.

Try Again

3.10 Summary



Notes:

So, what have you learned?. Check off the items you have covered in this module.

4. Safe Driving Don't List

4.1 Module Goal



Notes:

This module focuses on negative driving behaviors that you should avoid.

Knowing what negative behaviors you should avoid can help you evaluate your own driving practices and decide what behaviors and habits to eliminate.

4.2 Compromised Choices



Notes:

As we drive we are constantly having to make decisions about what to do or not do. No one thinks they are bad at driving. However, many of the driving decisions we make are compromises between best practice and bad driving behaviors. For example;

You go just a little faster than the speed limit (10 mph)

You don't come to a complete stop at a stop sign

You decide to not put on your seatbelt for a short drive to the store

So, keep in mind that although this section focuses on the Safe Driving Don't List - you are more likely to use compromised behaviors that may not be as dangerous but most certainly aren't recommended

4.3 Compromised Choices Exercise'

(Drag and Drop, 10 points, 1 attempt permitted)

This slide is titled "Safe Driving Don't List" and "Compromised Choices Exercise". It features a grid of 10 driving-related tasks. Below the grid is a diagram showing a flow from a "BAD" category (represented by a red circle and a "BAD" sign) to a "BEST PRACTICE" category (represented by a yellow diamond and a "BEST PRACTICE" sign). The diagram includes a text box that says "Evaluate each item above and drag to the appropriate category - Compromised choice on the left, best practice on the right".

Adjust mirrors after backing up	Set up your GPS prior to driving	Drive 10 mph over the speed limit	Check your vehicle and the area before driving	Change two lanes at once on the highway
Adjust your seat while stopped at a traffic signal	Put on your seatbelt and ask all passengers to do so	Use your blinker after you start changing lanes	Turn at a stop sign after almost completely stopping	Turn on headlights when it begins to rain

Drag Item	Drop Target
Adjust mirrors after backing up	drop_1
Set up your GPS prior to driving	drop_2
Drive 10 mph over the speed limit	drop_1
Check your vehicle and the area before driving	drop_2
Change two lanes at once on the highway	drop_1
Adjust your seat while stopped at a traffic signal	drop_1
Put on your seatbelt and ask all passengers to do so	drop_2
Use your blinker after you start changing lanes	drop_1
Turn at a stop sign after almost completely stopping	drop_1
Turn on headlights when it begins to rain	drop_2

Drag and drop properties
Return item to start point if dropped outside any drop target

Notes:

In this activity you evaluate each item and categorize it either as a compromised choice on the left, or a best practice on the right by dragging it to the appropriate circle.

4.4 Driving Impaired



Notes:

Impaired driving can be the result of alcohol, drugs, medication, or any other factor that decreases your physical or mental ability. Driving impaired means that you have a decrease in one or more of the following:

Judgment - the ability to examine the situation and make logical choices

Motor Coordination - the ability to control your own movements and by extension the vehicle

Reaction Time - the amount of time it takes you to respond to a change in your environment

Sensory Ability - the ability to detect what is going on around you

On the road there are drivers everywhere who are impaired to some degree. Click on each highlighted vehicle to view more information.

Medication can cause drowsiness and have a negative effect on all your abilities. Just because you have a prescription does not make it legal to drive when under its influence. Read the warnings on any medication you are taking - some effects will not be obvious to you when taking it.

Alcohol consumption is one of the most common things causing impaired driving. At a blood alcohol level of .05, which is legal in most states, your chance of having an accident has increased 100 percent. You may not recognize that your abilities are impaired but they are.

Driving when fatigued or sleepy decreases all of your driving abilities. If you find yourself in this situation get off the road and get some rest. Nothing is worth risking an accident.

Impaired vision is a factor for the elderly, for those who misplace their glasses and drive anyway, or for individuals who suffer from degenerative diseases. Impaired vision obviously effects your sensory ability but can also present challenges to your reaction time.

Marijuana has some negative effects on judgment, motor coordination, and reaction time. It may not have as much impact as alcohol consumption but can still cause measurable impairment.

Medication can cause sleepiness, blurred vision, dizziness, slow reflexes, nausea, and inability to pay attention. If you have to take medication you should

Driving Medicated Layer (Slide Layer)



Driving while Drinking (Slide Layer)



Driving When Fatigued (Slide Layer)



Safe Driving Don't List

4 of 10 **Driving Impaired** 



Driving Vision Impaired (Slide Layer)



Safe Driving Don't List

4 of 10 **Driving Impaired** 



Driving while Smoking Marijuana (Slide Layer)



Safe Driving Don't List

4 of 10 **Driving Impaired** 



Overview Of Situation (Slide Layer)



Safe Driving Don't List

4 of 10 Driving Impaired



Any decrease in your abilities effects your safety when driving.
Driving impaired means to drive with a deficiency in one or more of the following:

- ☐ Judgment
- ☐ Motor Coordination
- ☐ Reaction Time
- ☐ Sensory Ability

Instruction Layer (Slide Layer)



Safe Driving Don't List

4 of 10 Driving Impaired




Click on each highlighted vehicle to view more information.

4.5 Distracted Driving



Safe Driving Don't List

5 of 10 Distracted Driving



Notes:

Driving distractions come in many forms. Some of the more common ones are discussed here. Every day as you drive you see people in the cars next to you doing things that take their attention away from the road. We all seem to think that we can successfully multitask but that isn't true. Click on each number and listen to the related stories to learn more about why these distractions are dangerous.

Sam is enjoying his morning coffee, The coffee cup is very full and when he tries to drink it the top pops off and hot coffee spills on his leg. The pain causes him to jerk the steering wheel and he side swipes a car next to him.

Leia hears a text message notice on her phone. She has a special tone set up for her son and usually when he texts her it is something important. She digs for the phone in her pocketbook and just glances down for a moment to read it. The truck in front of her suddenly brakes hard and Leia hits the back of the truck at full speed.

Jerry is listening to some of his favorite tunes using his new bluetooth headphones. He sees the light turn green at the next signal. But even though he notices the other cars stopping he goes right on through. He couldn't hear the siren, and doesn't notice the lights, so he gets hit by the speeding ambulance.

Carmen goes to the drive thru at the deli to get herself a breakfast sandwich. She picks up the sandwich to take a bite and part of the egg falls out on her blouse. She looks for a wipe in her pocket book for a couple of seconds and doesn't see the accident in time that has just occurred in front of her.

Christine usually runs out of time in the mornings and has to do at least part of her makeup in the car. This morning she is putting on her lipstick in traffic. She tries to finish putting on her lipstick while still moving slowly in traffic. The car in front of her brakes suddenly and she rear ends the vehicle before she finishes putting on her lipstick.

Jason looks at himself in the rear-view mirror and notices he's already getting a bit scruffy. He is presenting at a meeting this afternoon and wants to look his best. He pulls his shaver out of the glove compartment, but as he begins shaving he accidentally drops it and it falls to the floorboard. He decides to reach for it but this causes him to veer into another lane of traffic - making another driver almost lose control.

George rented a car today and didn't take the time to figure out the GPS before driving. He starts fiddling with it as he drives. A utility truck a lane over loses a ladder and it drops into George's lane. He doesn't notice in time to avoid it.

Cliff and two other staff members are on a trip to a conference together by car. Everyone is joking and having a good time talking. Cliff isn't familiar with the road they are taking and he is distracted by the conversation from the back seat. He takes the curve too fast and can't compensate.

Drinks (Slide Layer)



Safe Driving Don't List

5 of 10 Distracted Driving



Don't Drink in the Car

Sam is enjoying his morning coffee. The coffee cup is very full and when he tries to drink it the top pops off and hot coffee spills on his leg. The pain causes him to jerk the steering wheel and he side swipes a car next to him.

Phone (Slide Layer)



Safe Driving Don't List

5 of 10 Distracted Driving



Don't Use the Phone

Leia hears a text message notice on her phone. She has a special tone set up for her son and usually when he texts her it is something important. She digs for the phone in her pocketbook and just glances down for a moment. The truck in front of her suddenly brakes hard and Leia hits the back of the truck at full speed.

Headphones (Slide Layer)



Safe Driving Don't List

5 of 10 Distracted Driving



Don't Use Headphones

Jerry is listening to some of his favorite tunes using his new bluetooth headphones. He sees the light turn green at the next signal. But even though he notices the other cars stopping he goes right on through. He couldn't hear the siren, and doesn't notice the lights, so he gets hit by the speeding ambulance.

Food (Slide Layer)



Safe Driving Don't List

5 of 10

Distracted Driving



Don't Eat Food

Carmen goes to the drive thru at the deli to get herself a breakfast sandwich. She picks up the sandwich to take a bite and part of the egg falls out on her blouse. She looks for a wipe in her pocket book for a couple of seconds and doesn't see the accident that just occurred in front of her.

Shaving (Slide Layer)



Safe Driving Don't List

5 of 10

Distracted Driving



Don't Shave

Jason looks at himself in the rear-view mirror and notices he's already getting a bit scruffy. He is presenting at a meeting this afternoon and wants to look his best. He pulls his shaver out of the glove compartment, but as he begins shaving he accidentally drops it and it falls to the floorboard. He decides to reach for it but this causes him to veer into another lane of traffic – making another driver almost lose control.

Makeup (Slide Layer)



Safe Driving Don't List

5 of 10

Distracted Driving



Don't Put on Makeup

Christine usually runs out of time in the mornings and has to do at least part of her makeup in the car. This morning she is putting on her lipstick in traffic. She tries to finish putting on her lipstick while still moving slowly in traffic. The car in front of her brakes suddenly and she rear ends the vehicle before she can shift her focus back from putting on her lipstick.

Controls (Slide Layer)



Safe Driving Don't List

5 of 10

Distracted Driving



Don't Fiddle With Controls

George rented a car today and didn't take the time to figure out the GPS before driving. He starts fiddling with it as he drives. A utility truck a lane over loses a ladder and it drops into George's lane. He doesn't notice in time to avoid it.

Passengers (Slide Layer)



Safe Driving Don't List

5 of 10

Distracted Driving



Don't Allow Distractions from Passengers

Cliff and two other staff members are driving to a local conference together by car. Everyone is joking and having a good time talking. Cliff isn't familiar with this road. He looks at the rearview mirror to talk with Kim when a curve comes up that he takes too fast. Cliff can't compensate and goes off into a ditch.

Introduction Layer (Slide Layer)



Safe Driving Don't List

5 of 10

Distracted Driving



Distracted Driving

Today distracted driving is the most common cause of car accidents. We see evidence of distracted driving as we observe others on the road.

People mistakenly think that multitasking is a real ability – it isn't.

Click on each number to listen to the related stories and learn more.

Instruction Layer (Slide Layer)



4.6 Breaking Laws



Notes:

For every law there are related safety risks that result when you break that law. Click on each magnifying glass to view more information about the related risks.

There is a risk of hitting children who might be near, boarding or getting off the bus.

Aggressive driving represents a group of risky behaviors that involve using a vehicle as a way to express anger at other drivers (or the world).

Failure to use a turn signal Increases the likelihood that you can get rear-ended when turning.

Speeding increases the likelihood of accidents because of limited reaction time. It also increases the chance of fatalities because of the speed on impact.

After failing to stop at a red light, drivers approaching from the other directions are likely to hit you, if you are in the intersection when they start moving.

If you fail to give a pedestrian the right of way you could hit them or obstruct other drivers following you from seeing them - resulting in their injury or death.

If you pass in a no passing zone, cars that you can't see could be approaching in the other lane and your time to get back in your lane may be too short.

Failure to Stop for A Bus (Slide Layer)



Aggressive Driving (Slide Layer)



Failure to Use Turn Signal (Slide Layer)



Speeding (Slide Layer)



Failure To Stop at Red Light (Slide Layer)



Failure To Stop For Pedestrians (Slide Layer)



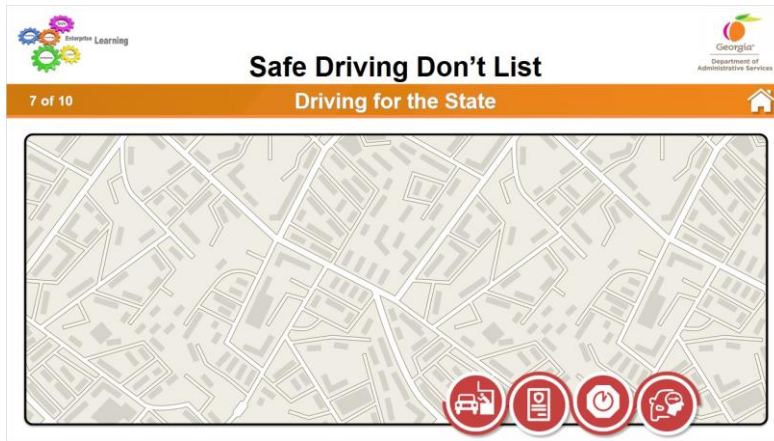
Passing in No Pass Zone (Slide Layer)



Instruction Layer (Slide Layer)



4.7 Driving Vehicles For the State



Notes:

When driving for the state there are some behaviors that you are asked to avoid. These behaviors are not specifically safety risks but do increase costs to the state.

Click on each button to view more information.

Avoid using drive thrus of any type - at fast food restaurants, banks, etc. Instead park and walk-in.

So why is this important? Hitting the pylons or side of a drive thru happens far too often. Especially when you are driving a vehicle you are not familiar with or one that is larger than a regular car. These accidents increase costs tot he state so avoid the chance of an accident by parking.

Don't forget to bring your state insurance card with you. You should check before driving and have one in your possession when driving state vehicles, rentals, or personal vehicles when on state business.

So why is this important? The law requires that you carry proof of insurance. Also, if you do have an accident the card provides guidance and contact information.

Don't start and stop abruptly. Accelerate in a slow and even manner. When braking start early and use steady pressure.

So why is this important? You put less wear and tear on the vehicle - decreasing overall maintenance costs to the state. Also, using a slow and steady approach to driving is safer because it gives you more time to react.

Don't use state vehicles for personal reasons. State vehicles are for state business only.

So why is this important? Personal use of state vehicles puts the cost of that trip on the state. Also, state insurance coverage only applies when a vehicle is being used for state business.

The following are examples of personal use and are situations where state insurance coverage would not apply.

You are driving a state vehicle and decide to stop and do some personal business. Another vehicle hits you in the parking lot.

You are driving a state vehicle and you get a call that your child is sick at school. You go to pick up your child at school. You have an accident on the way there.

You go to lunch driving a state vehicle near your home. You get rear-ended when turning into the restaurant entrance.

Exception - if on state business away from your home geographic area driving to lunch would be covered.

Driving for the State (Slide Layer)



Safe Driving Don't List

7 of 10

Driving for the State





Driving for the State



Click on each button to view more.



Don't Use Drive Thru (Slide Layer)



Safe Driving Don't List

7 of 10

Driving for the State





Don't Use Drive-Thrus

Avoid using Drive-Thrus of any type

- ☐ Fast Food, Banks, etc.
- ☐ Park and Walk-In



Don't Forget Your Insurance Card (Slide Layer)



Safe Driving Don't List

7 of 10

Driving for the State





Don't Forget Your Insurance Card

Have a State Of Georgia Insurance Card

- ☐ State Vehicle
- ☐ Rentals
- ☐ Personal Vehicle while on State Business



Don't Start and Stop Abruptly (Slide Layer)



Safe Driving Don't List

7 of 10

Driving for the State



Don't Start and Stop Abruptly

Start and Stop Smoothly

- ☐ Accelerate slow and evenly
- ☐ Start braking early and with steady pressure



Don't Use State Vehicle for Personal Use (Slide Layer)



Safe Driving Don't List

7 of 10

Driving for the State



Don't Use State Vehicles For Personal Use



Limit Use of State Vehicles

- ☐ State Business Only

[View Personal Use Examples](#)



Personal Use Examples (Slide Layer)







Safe Driving Don't List

7 of 10

Driving for the State



Personal Use Examples

- ☐ You are driving a state vehicle and decide to stop and do some personal business. Another vehicle hits you in the parking lot.
- ☐ You are driving a state vehicle and you get a call that your child is sick at school. You go to pick up your child at school. You have an accident on the way there.
- ☐ You go to lunch driving a state vehicle near your home. You get rear-ended when turning into the restaurant entrance.
 - Exception – If on state business away from your home geographic area driving to lunch would be covered.



4.8 Multiple Selection

(Multiple Response, 10 points, 2 attempts permitted)



Module Title

8 of 10 Review

Aggressive driving could include many different negative driving behaviors

From the list of choices below, select the behaviors that you would consider “aggressive”:

- ☒ A) Cutting someone off
- ☐ B) Beeping your horn once
- ☒ C) Stepping out of your vehicle and banging on someone's window
- ☒ D) Opening your car window and yelling at other drivers
- ☒ E) Bumping another car's fender intentionally
- ☐ F) Flashing your lights as a warning

Correct	Choice
X	A) Cutting someone off
	B) Beeping your horn once
X	C) Stepping out of your vehicle and banging on someone's window
X	D) Opening your car window and yelling at other drivers
X	E) Bumping another car's fender intentionally
	F) Flashing your lights as a warning

Feedback when correct:


That's right! You selected the correct responses.

Feedback when incorrect:

You did not select the correct responses. A, C, D, and E are correct.

Notes:

Correct (Slide Layer)



Module Title

8 of 10

Review

Aggressive behaviors

From the list of behaviors, select all that are "aggressive":

☒ A) Cutting someone off

☐ B) Beeping your horn

☒ C) Stepping on someone's brake

☒ D) Opening your car window and yelling at other drivers

☒ E) Bumping another car's fender intentionally


☐ F) Flashing your lights as a warning

Correct

That's right! You selected the correct responses.

Continue

Incorrect (Slide Layer)



Module Title

8 of 10

Review

Aggressive behaviors

From the list of behaviors, select all that are "aggressive":

☒ A) Cutting someone off

☐ B) Beeping your horn

☒ C) Stepping on someone's brake

☒ D) Opening your car window and yelling at other drivers

☒ E) Bumping another car's fender intentionally

☐ F) Flashing your lights as a warning

Incorrect

You did not select the correct responses. A, C, D, and E are correct.

Continue

Try Again (Slide Layer)

Module Title

8 of 10 **Review**

Aggressive behaviors

From the list of choices below, select the items that complete the statement.

Incorrect

That is incorrect. Please try again.

☒ A) Cutting someone off

☐ B) Beeping your horn

☒ C) Stepping on someone's brake

☒ D) Opening your car window and yelling at other drivers

☒ E) Bumping another car's fender intentionally

☐ F) Flashing your lights as a warning

Try Again

4.9 Multiple Selection

(Multiple Response, 10 points, 2 attempts permitted)

Module Title

9 of 10 **Review**

Driving impaired means to drive with a deficiency in:

From the list of choices below, select the items that complete the statement.

☒ Judgment

☐ Intelligence

☐ Practice

☒ Motor Coordination

☒ Reaction Time

☒ Sensory Ability

Correct	Choice
X	Judgment
	Intelligence
	Practice
X	Motor Coordination
X	Reaction Time
X	Sensory Ability

Feedback when correct:

That's right! You selected the correct responses.

Feedback when incorrect:

You did not select the correct responses. Judgement, Motor Coordination, Reaction Time, and Sensory Ability are correct.

Notes:

Correct (Slide Layer)

9 of 10

Module Title

Review

Driving impact

From the list of

- ☒ Judgment
- ☐ Intelligence
- ☐ Practice
- ☒ Motor Coordination
- ☒ Reaction Time
- ☒ Sensory Ability

Correct

That's right! You selected the correct responses.

Continue

Incorrect (Slide Layer)

The screenshot shows a 'Review' slide for 'Module Title' at '9 of 10'. On the left, under 'Driving importance', there is a list of factors: Judgment (checked), Intelligence (unchecked), Practice (unchecked), Motor Coordination (checked), Reaction Time (checked), and Sensory Ability (checked). A grey 'Incorrect' dialog box is overlaid, stating: 'You did not select the correct responses. Judgement, Motor Coordination, Reaction Time, and Sensory Ability are correct.' A 'Continue' button is at the bottom of the dialog.

Try Again (Slide Layer)

This screenshot is identical to the previous one, showing the same 'Review' slide with the 'Incorrect' dialog box. The dialog box text is: 'That is incorrect. Please try again.' and it features a 'Try Again' button.

4.10 Summary



The screenshot shows a 'Module Summary' slide for 'Importance of Safe Driving' at '10 of 10'. The background is a photograph of a road with a green sign that reads 'What have you learned?'. A red arrow points from a text box 'Check off each item you learned' to a list of three items, each with an unchecked checkbox: 'Definition of a compromised choice', 'Negative driving practices to avoid', and 'Risks resulting from breaking traffic law'.

Notes:


So, what have you learned?. Check off the items you have covered in this module.

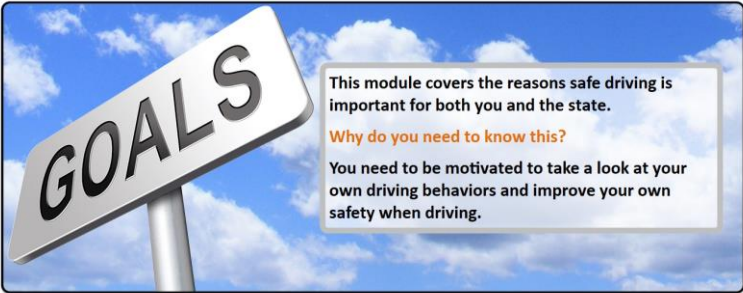
5. Importance of Safe Driving

5.1 Module Goal



Importance of Safe Driving

1 of 10 Module Goal 



This module covers the reasons safe driving is important for both you and the state.

Why do you need to know this?

You need to be motivated to take a look at your own driving behaviors and improve your own safety when driving.

Notes:

This module focuses on why driving safely is important.

Knowing the importance of driving safety can help motivate you to look at your own driving behaviors and make positive changes.

5.2 It Can Happen to You



Importance of Safe Driving

2 of 10 It Can Happen To You 



CONFIDENCE LEVEL

- INVINCIBLE
- STRONG
- STEADY
- BUILDING
- FAIR



Notes:

People tend to believe they are the exception to any rule and that their own invincibility will keep anything bad from ever

happening. Other people might have accidents but not you. The odds are actually quite high that you will be involved in an auto accident and the chance gets higher the more risky behaviors you adopt.


If you drive on a daily basis, on average you will experience 3 to 4 car accidents during your lifetime that will result in more than minor damage. The chance of dying in an auto accident is also quite high - 1 out of 113 people will die this way.

Statistics Layer (Slide Layer)



Importance of Safe Driving



2 of 10It Can Happen To You



What are the odds?


- ☐ As a driver you will experience 3 to 4 car accidents during your lifetime
- ☐ You have a 1 in 113 lifetime chance of dying in an auto accident nation-wide

5.3 Statistics Related to Falls, Slips, and Trips



Importance of Safe Driving

3 of 10Accident Statistics



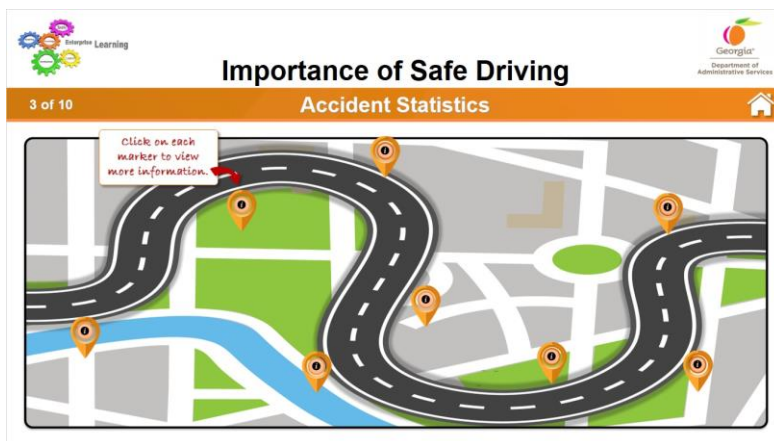
Notes:

Every year millions of Americans are involved in auto accidents and many are injured or killed. Keep in mind that statistics represent real people and are not just numbers.

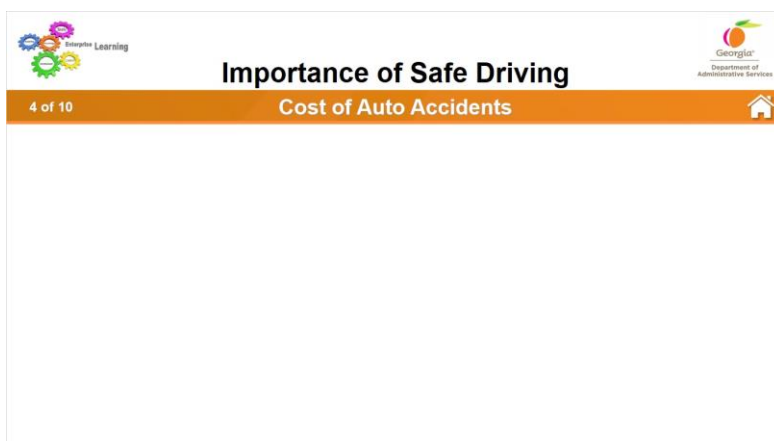
Click on each marker to view more information about accident statistics. These statistics are representative averages and are accurate for the indicated years.

1564 people died in car accidents in the state of Georgia.
38,300 people died in auto accidents in the U.S.
30 people died each week in an auto accident in the state of Georgia.
4,400,000 people were injured in US auto accidents.
451 state employees were injured in auto accidents
Distracted driving increases your chance of having an accident by 20 times
Distracted driving is the number one reason for auto accidents
60 % of deaths in traffic accidents result from crashes where only one vehicle is involved.

Statistics Layer (Slide Layer)



5.4 Costs



Notes:

Car accidents annually cost American society approximately \$300 billion. One death in a car crash on average costs society \$1.4 million.

In 2016 employee auto accidents cost the state over \$7,000,000.

For the individual the costs vary greatly depending on the severity of the accident. However, one related statistic is the cost of hospitalization when a crash injury occurs which averages \$57,000.

National (Slide Layer)



Orgnaization Costs (Slide Layer)



Individual Costs (Slide Layer)



Importance of Safe Driving



4 of 10Cost of Auto Accidents






Crash injury hospitalization costs average \$57,000

5.5 Types of Injury



Importance of Safe Driving

5 of 10Types of Injury





Slide the marker to the right to view more information.

Notes:

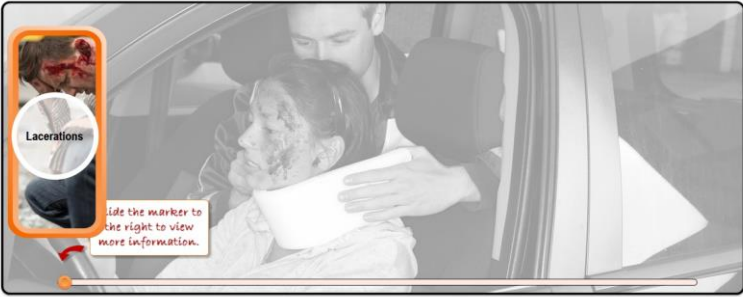
Vehicle accidents can lead to some of the most serious injuries that people suffer. Slide the marker to the right to view more information about the most common types of injuries that occur.

Cuts Scrapes (Slide Layer)



Importance of Safe Driving

5 of 10Types of Injury



Lacerations

Slide the marker to the right to view more information.

Bruises Contusions (Slide Layer)



Importance of Safe Driving



5 of 10Types of Injury



Bruises

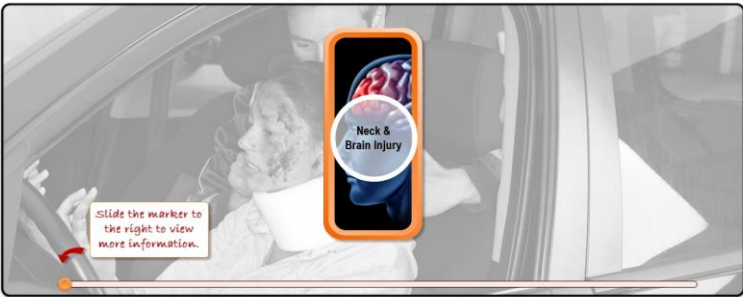
Slide the marker to the right to view more information.

Brain Injury (Slide Layer)



Importance of Safe Driving



5 of 10Types of Injury



Neck & Brain Injury

Slide the marker to the right to view more information.


Back Chronic Pain (Slide Layer)



Importance of Safe Driving

5 of 10

Types of Injury



Slide the marker to the right to view more information.

Back Pain & Chronic Pain

Permanent Disability (Slide Layer)



Importance of Safe Driving

5 of 10



Types of Injury



Slide the marker to the right to view more information.

Permanent Disability


Death (Slide Layer)



Importance of Safe Driving

5 of 10



Types of Injury



Slide the marker to the right to view more information.


Death

Sprains & Fractures (Slide Layer)





Importance of Safe Driving

5 of 10 Types of Injury



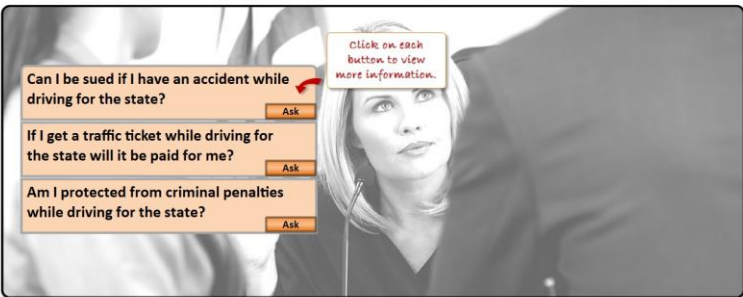
Slide the marker to the right to view more information.

5.6 Avoiding Legal Issues



Importance of Safe Driving

6 of 10 Legal Issues



Click on each button to view more information.

Can I be sued if I have an accident while driving for the state? [Ask](#)

If I get a traffic ticket while driving for the state will it be paid for me? [Ask](#)

Am I protected from criminal penalties while driving for the state? [Ask](#)

Notes:



When driving on state business there are certain legal issues you should be aware of. Click on each button to view more information.

The Georgia State Claims Tort policy limits your liability as an employee for the state if you are involved in an accident, assuming you are acting within the scope of your official duties. Damages, court costs, and litigation fees are paid from the Tort Claims Trust Fund. However, if you are found criminally liable for the accident you can be sued personally. Criminal liability would mean the court determined that you either “intended” to cause harm or that you showed gross negligence - which is a conscious and voluntary disregard of the need to use reasonable care.

The state will not pay any fines for you so you are personally responsible for any violation fees.

If you are found criminally liable you can be held both financially responsible and be sentenced to spend time in jail. For example, vehicular manslaughter is the crime of causing the death of another person due to negligent or illegal operation of a motor vehicle. A guilty verdict for this crime can result in a sentence of 3 to 15 years.

Question 1 (Slide Layer)



Importance of Safe Driving

6 of 10 Legal Issues

Can I be sued if I have an accident while driving for the state? [Ask](#)



If I get a traffic ticket while driving for the state will it be paid for me? [Ask](#)

Am I protected from criminal penalties while driving for the state? [Ask](#)

Click the card button to view more information.

- ☐ The Georgia State Claims Tort policy limits your liability as an employee for the state
- ☐ Damages, court costs, and litigation fees are paid from the Tort Claims Trust Fund
- ☐ However, if you are found criminally liable for the accident you can be sued personally

Question 2 (Slide Layer)



Importance of Safe Driving

6 of 10 Legal Issues


Can I be sued if I have an accident while driving for the state? [Ask](#)

If I get a traffic ticket while driving for the state will it be paid for me? [Ask](#)



Am I protected from criminal penalties while driving for the state? [Ask](#)

Click the card button to view more information.

- ☐ The state will not pay any fines you incur while driving so payment of any fines is your personal responsibility



Question 3 (Slide Layer)



Importance of Safe Driving

6 of 10 Legal Issues

Can I be sued if I have an accident while driving for the state? [Ask](#)



If I get a traffic ticket while driving for the state will it be paid for me? [Ask](#)

Am I protected from criminal penalties while driving for the state? [Ask](#)


Click the card button to view more information.


- ☐ If you are found criminally liable for an accident and the resulting injuries then you can be held financially responsible
- ☐ Jail time is likely if you are found criminally liable
- ☐ As an example, vehicular manslaughter results in a sentence of 3 to 15 years

5.7 Representing the State



Importance of Safe Driving

7 of 10Representing the State





- ☐ While driving you represent the state
- ☐ Unsafe or rude driving behavior is not acceptable
- ☐ Driving should be handled as tactfully as a face-to-face conversation would be

Notes:


Keep in mind that when you are driving on state business you represent the state organization you work for. Unsafe or rude driving behavior reflects poorly on you and the state. Both driving and face-to-face conversations should be handled with the same level of tact and consideration.

5.8 Multiple Choice

(Multiple Choice, 10 points, 2 attempts permitted)



Module Title

8 of 10Review

The annual cost of car accidents by employees of the state of Georgia is:

- ☐ \$25,000,000
- ☐ \$32,000,000
- ☐ \$54,000,000
- ☐ \$320,000
- ☒ \$7,000,000

Correct	Choice
	\$25,000,000
	\$32,000,000

	\$54,000,000
	\$320,000
X	\$7,000,000



Feedback when correct:

That's right! You selected the correct response.

Feedback when incorrect:

You did not select the correct response. \$3,200,000 is the correct answer.

Correct (Slide Layer)

Module Title

8 of 10
Review

The annual c

Correct



That's right! You selected the correct response.

Continue

rgia is:

☐ \$25,000,000
☐ \$32,000,000
☐ \$54,000,000
☐ \$320,000
☒ \$7,000,000

Incorrect (Slide Layer)



Module Title

8 of 10Review

The annual c

Incorrect

You did not select the correct response. \$3,200,000 is the correct answer.

Continue

rgia is:

☐ \$25,000,000



☐ \$32,000,000

☐ \$54,000,000

☐ \$320,000

☒ \$7,000,000

Try Again (Slide Layer)



Module Title

8 of 10Review

The annual c

Incorrect

That is incorrect. Please try again.

Try Again

rgia is:

☐ \$25,000,000

☐ \$32,000,000



☐ \$54,000,000

☐ \$320,000

☒ \$7,000,000

5.9 Multiple Selection

(Multiple Response, 10 points, 2 attempts permitted)



Module Title

9 of 10Review

From the list of choices below, select as many as are true.

☐ A) I am protected from criminal prosecution when driving on state business

☒ B) You are responsible for paying any fines for traffic violations while driving for the state

☒ C) You can be sued when driving for the state if you are found guilty of criminal liability

☐ D) The state insurance fund covers costs of accident liability

Correct	Choice
	A) I am protected from criminal prosecution when driving on state business
X	B) You are responsible for paying any fines for traffic violations while driving for the state
X	C) You can be sued when driving for the state if you are found guilty of criminal liability
	D) The state insurance fund covers costs of accident liability

Feedback when correct:



That's right! You selected the correct responses.

Feedback when incorrect:

You did not select the correct responses. B & C are correct.

Notes:

Correct (Slide Layer)

Module Title

9 of 10
Review

From the list of

☐ A) I am protected from criminal prosecution when driving on state business

☒ B) You are responsible for paying any fines for traffic violations while driving for the state

☒ C) You can be sued when driving for the state if you are found guilty of criminal liability

☐ D) The state insurance fund covers costs of accident liability

Correct

That's right! You selected the correct responses.

Continue

Incorrect (Slide Layer)

This screenshot shows a 'Review' slide for a module titled 'Module Title'. The slide is labeled '9 of 10'. It features a list of four multiple-choice options. A grey pop-up box titled 'Incorrect' is overlaid on the slide, stating: 'You did not select the correct responses. B & C are correct.' Below the text is a 'Continue' button. The options are:

- ☐ A) I am protected by the state
- ☒ B) You are responsible for your own actions
- ☒ C) You can be held liable for your actions
- ☐ D) The state insurance fund covers costs of accident liability

Try Again (Slide Layer)

This screenshot shows a 'Review' slide for a module titled 'Module Title'. The slide is labeled '9 of 10'. It features a list of four multiple-choice options. A grey pop-up box titled 'Incorrect' is overlaid on the slide, stating: 'That is incorrect. Please try again.' Below the text is a 'Try Again' button. The options are:

- ☐ A) I am protected by the state
- ☒ B) You are responsible for your own actions
- ☒ C) You can be held liable for your actions
- ☐ D) The state insurance fund covers costs of accident liability

5.10 Summary

This screenshot shows a 'Module Summary' slide for a module titled 'Importance of Safe Driving'. The slide is labeled '10 of 10'. It features a green road sign that reads 'What have you learned?'. To the right of the sign is a list of five items to be checked off. A red arrow points to the first item. The items are:

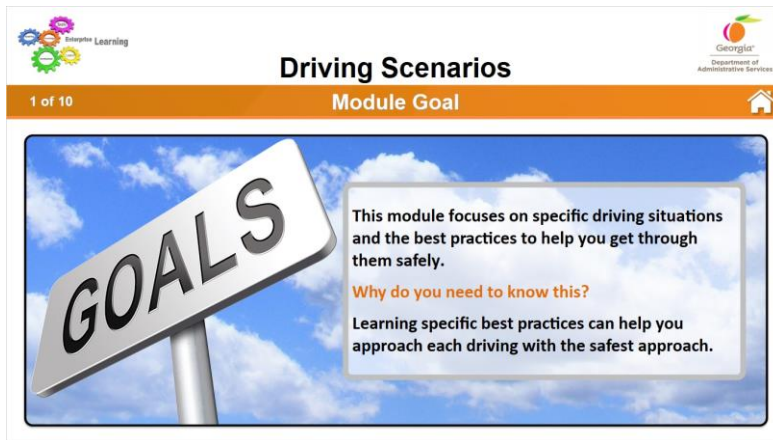
- ☐ Statistics about driving accidents
- ☐ National, state, and individual costs related to driving accidents
- ☐ Types of injuries suffered
- ☐ Legal issues
- ☐ Representing the state while driving

Notes:

So, what have you learned?. Check off the items you have covered in this module.

6. Driving Scenarios

6.1 Module Goal



Driving Scenarios

1 of 10 Module Goal

GOALS

This module focuses on specific driving situations and the best practices to help you get through them safely.

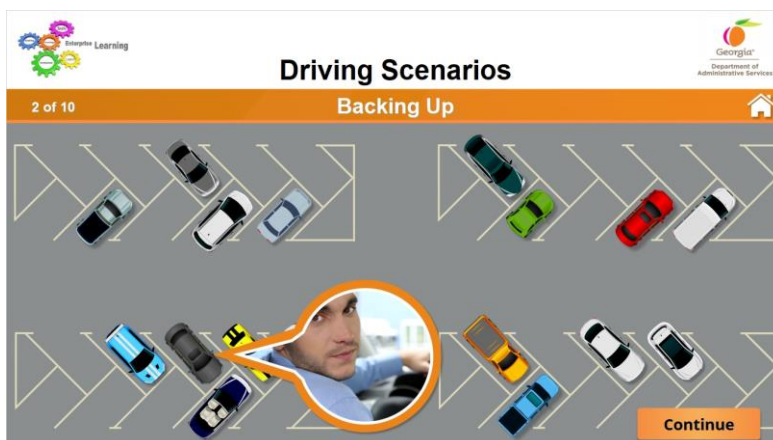
Why do you need to know this?

Learning specific best practices can help you approach each driving with the safest approach.

Notes:

This module focuses on specific driving scenarios and the best practices to follow. So why do you need to know this? Some driving situations call for specific driving behaviors in order to maintain safety.

6.2 BackingUp



Driving Scenarios

2 of 10 Backing Up

Continue

Notes:

This scenario is being reviewed because 30 percent of accidents occur when backing up. In this scenario Paul has just gotten in his car, He looks back for a moment to see if anyone is behind him or is backing out.

Edith has been sitting in her car a few minutes. She has organized her things and is now ready to start backing out. She starts her engine and only takes a quick glance in her rearview mirror.

Edith brakes a little as she backs out. Unfortunately Paul doesn't see the brake lights because he is already assuming he is in the clear. He puts his car in reverse and starts backing up..

Both drivers simultaneously start backing out. Edith hits the side of Paul's car and crushes in the side panel. Both drivers are surprised when the accident occurs because they both were unaware of the other's presence.

The best practices for backing up are:

Check the area before getting in the car

Look behind you as you back up -

Don't rely solely on mirror

Backup slowly

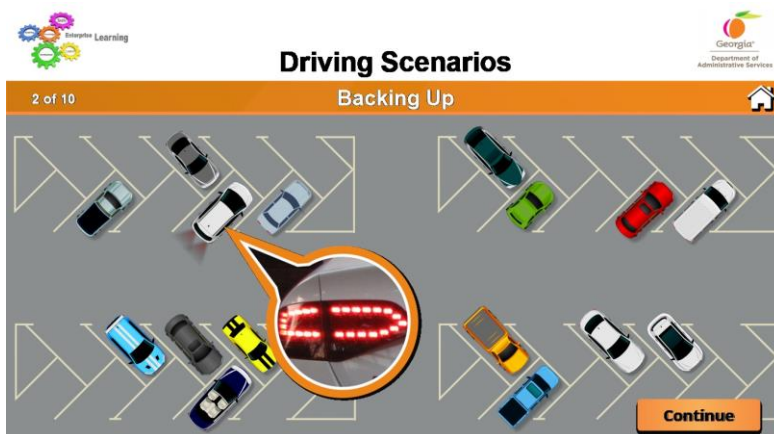
Allow other drivers to proceed

Tap your horn to warn others if you see someone begin to back out while you are doing so

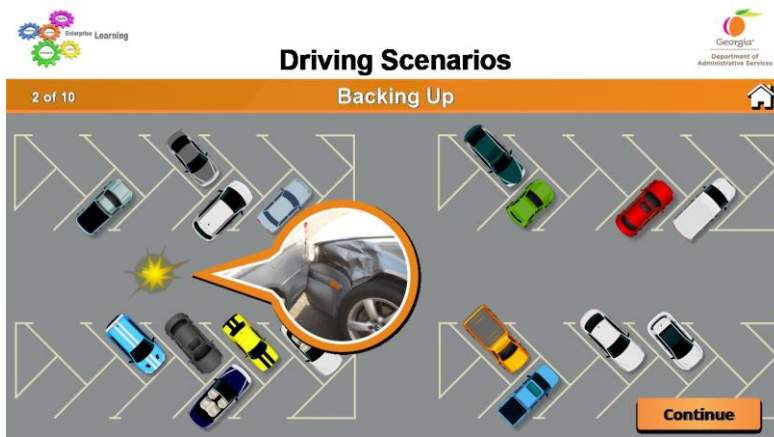
StoryFrame2 (Slide Layer)



StoryFrame3 (Slide Layer)



StoryFrame4 (Slide Layer)

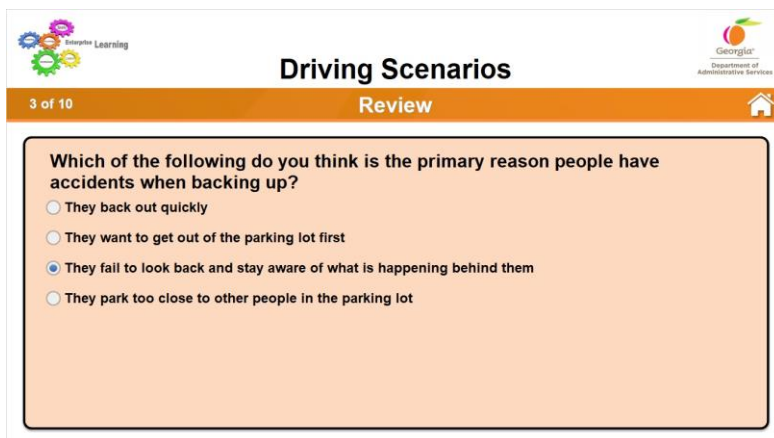


Text Layer (Slide Layer)



6.3 Multiple Choice

(Multiple Choice, 10 points, 2 attempts permitted)



Correct	Choice
	They back out quickly
	They want to get out of the parking lot first
X	They fail to look back and stay aware of what is happening behind them
	They park too close to other people in the parking lot

Feedback when correct:

That's right! You selected the correct response.

Feedback when incorrect:

You did not select the correct response. Primarily the reason people have accidents when backing out is they don't stay aware of what is occurring behind their vehicle.

Correct (Slide Layer)



Incorrect (Slide Layer)

The screenshot shows a review screen for a driving scenario. The title is "Driving Scenarios" and the subtitle is "Review". The progress indicator shows "3 of 10". The question is "Which of the accidents will happen?". The options are: "They back out", "They want to go", "They fail to look", and "They park too". The option "They fail to look" is selected. A modal box titled "Incorrect" is displayed, stating: "You did not select the correct response. Primarily the reason people have accidents when backing out is they don't stay aware of what is occurring behind their vehicle." and a "Continue" button.

Try Again (Slide Layer)

The screenshot shows a review screen for a driving scenario. The title is "Driving Scenarios" and the subtitle is "Review". The progress indicator shows "3 of 10". The question is "Which of the accidents will happen?". The options are: "They back out", "They want to go", "They fail to look", and "They park too". The option "They fail to look" is selected. A modal box titled "Incorrect" is displayed, stating: "That is incorrect. Please try again." and a "Try Again" button.

6.4 Following Too Closely

The screenshot shows a driving scenario titled "Following Too Closely". The progress indicator shows "4 of 10". The scene depicts a multi-lane highway with several vehicles. A white car is following a blue car too closely. A speech bubble from the white car says "I'm following too closely". A speech bubble from the blue car says "I'm being followed too closely". A "Continue" button is visible in the bottom right corner.

Notes:

This scenario is being reviewed because following too closely is one of the most common contributing factors in accidents. It is usually combined with other factors to cause them. In this scenario Rick is driving late in the evening across a bridge. Some heavy fog seems to be covering the bridge area. He can barely see the car in front of him but he continues to follow closely and doesn't slow down.

The car in front of Rick suddenly begins braking hard. Rick is too close and rams into the back end of the car in front of him pushing several more cars into each other.

The domino effect takes over. A truck rams into Rick's car and again causes multiple impacts.

After several more cars join the wreck a total of 7 cars have been damaged and 3 people have been injured in the incident.

The recommended following distance changes based on speed. This chart shows the stopping distances at differing speeds.

The best practices for following are:

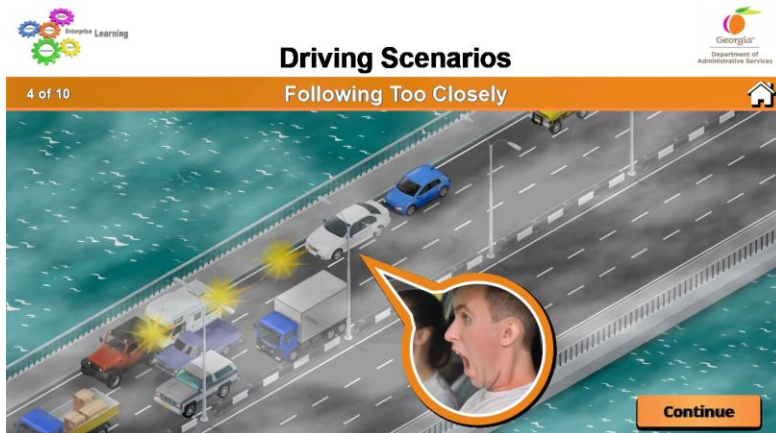
Follow at least 4 seconds behind when on the expressway.

Increase your following distance as conditions such as fog, rain, or ice call for it.

Turn on warning lights if visibility is an issue

Decrease your speed when conditions require it.

StoryFrame2 (Slide Layer)



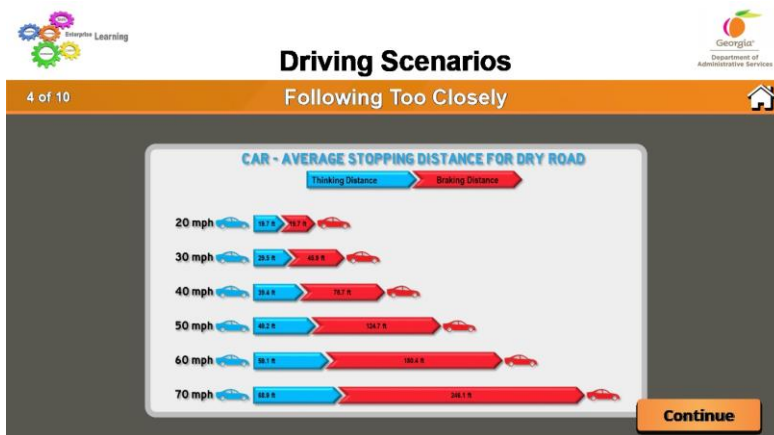
StoryFrame3 (Slide Layer)



StoryFrame4 (Slide Layer)



Chart Layer (Slide Layer)



Text Layer (Slide Layer)

Driving Scenarios



4 of 10 Following Too Closely

Best Practices for Following

- ☐ Follow from 4 seconds behind minimum
- ☐ Increase following distance based on conditions
- ☐ Turn on your warning lights
- ☐ Decrease your speed

6.5 Multiple Selection

(Multiple Response, 10 points, 2 attempts permitted)



Driving Scenarios

5 of 10Review

What should Rick have done in this situation? Check all that apply.

- ☒ A) Slow down
- ☐ B) Change lanes to get past
- ☒ C) Turn on warning lights
- ☒ D) Increase following distance
- ☐ E) Turn on his bright lights

Correct	Choice
X	A) Slow down
	B) Change lanes to get past
X	C) Turn on warning lights
X	D) Increase following distance
	E) Turn on his bright lights

Feedback when correct:

That's right! You selected the correct responses.

Feedback when incorrect:

You did not select the correct responses. A, C & D are correct.

Notes:

Correct (Slide Layer)



Driving Scenarios

5 of 10Review

What should F

☒ A) Slow down

☐ B) Change lane

☒ C) Turn on w

☒ D) Increase following distance



☐ E) Turn on his bright lights

Correct

That's right! You selected the correct responses.

Continue

Incorrect (Slide Layer)



Driving Scenarios

5 of 10Review

What should F

☒ A) Slow down

☐ B) Change lane

☒ C) Turn on w

☒ D) Increase following distance



☐ E) Turn on his bright lights

Incorrect

You did not select the correct responses. A, C & D are correct.

Continue

Try Again (Slide Layer)



Driving Scenarios

5 of 10 Review

What should Tracy do?

- ☒ A) Slow down
- ☐ B) Change lanes
- ☒ C) Turn on wipers
- ☒ D) Increase following distance
- ☐ E) Turn on his bright lights

Incorrect

That is incorrect. Please try again.

Try Again

6.6 Driving Distracted



Notes:

This scenario is being reviewed because 80 percent of all accidents involve some component of distraction. In this scenario Tracy is driving back from the office. She is receiving some texts from a friend and decides to answer them. Some students are waiting for a bus near a side road entrance up ahead.

As she is driving Tracy types an answer to a text. A bus has stopped momentarily to pick up the students who get on quickly.

The bus drivers makes the turn onto the main road. Tracy is still typing her text reply and doesn't see the bus turn in front of her. She hits the rear of the bus at 45 mph. Her car goes up under the rear of the bus killing her instantly.

The best practices for dealing with distraction are as follows:

Set controls prior to driving (GPS, radio)

Turn off any electronic devices that are not intended to aid driving

Make your car a distraction free zone

Avoid doing anything else other than driving

Pull over if you must do something like use a cell phone

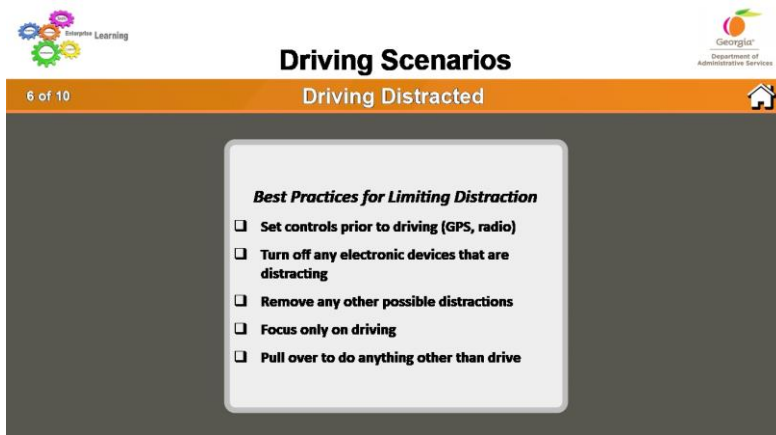
StoryFrame2 (Slide Layer)



StoryFrame3 (Slide Layer)





Text Layer (Slide Layer)




6.7 Multiple Choice

(Multiple Choice, 10 points, 2 attempts permitted)



Driving Scenarios

7 of 10Review

Which of the following behavior choices should Tracy have selected when approaching a school bus on a side street?

- ☐ Keep her eyes on the road and not her phone. Stop as she approaches the bus. Allow the bus to turn.
- ☐ Temporarily stop texting. Go faster to get past the front of the bus before it turns.
- ☐ Keep her eyes on the road and not her phone. Speed up and beep her horn at the bus to warn the driver not to turn into the road.
- ☒ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.

Correct	Choice
	Keep her eyes on the road and not her phone. Stop as she approaches the bus. Allow the bus to turn.
	Temporarily stop texting. Go faster to get past the front of the bus before it turns.
	Keep her eyes on the road and not her phone. Speed up and beep her horn at the bus to warn the driver not to turn into the road.
X	Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.



Feedback when correct:

That's right! You selected the correct response. Tracy does not have to stop if the school bus is on a side street. However, keeping her eyes on the road and slowing down is a good idea.

Feedback when incorrect:

You did not select the correct response. Tracy should stop using her phone entirely. Tracy does not have to stop if the bus is on a side street. However, she should slow down and allow the bus to turn.

Correct (Slide Layer)



Driving Scenarios

7 of 10Review

Which of the following is the correct response when approaching a school bus that is stopped on the side of the road with its red lights flashing?



- ☐ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.
- ☐ Temporarily stop and allow the bus to turn.
- ☐ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.
- ☒ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.

Correct

That's right! You selected the correct response. Tracy does not have to stop if the school bus is on a side street. However, keeping her eyes on the road and slowing down is a good idea.

Continue

Incorrect (Slide Layer)



Driving Scenarios

7 of 10Review

Which of the following is the correct response when approaching a school bus that is stopped on the side of the road with its red lights flashing?



- ☐ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.
- ☐ Temporarily stop and allow the bus to turn.
- ☐ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.
- ☒ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.

Incorrect

You did not select the correct response. Tracy should stop using her phone entirely. Tracy does not have to stop if the bus is on a side street. However, she should slow down and allow the bus to turn.

Continue

Try Again (Slide Layer)



Driving Scenarios

7 of 10Review

Which of the following is the correct response when approaching a school bus that is stopped on the side of the road with its red lights flashing?

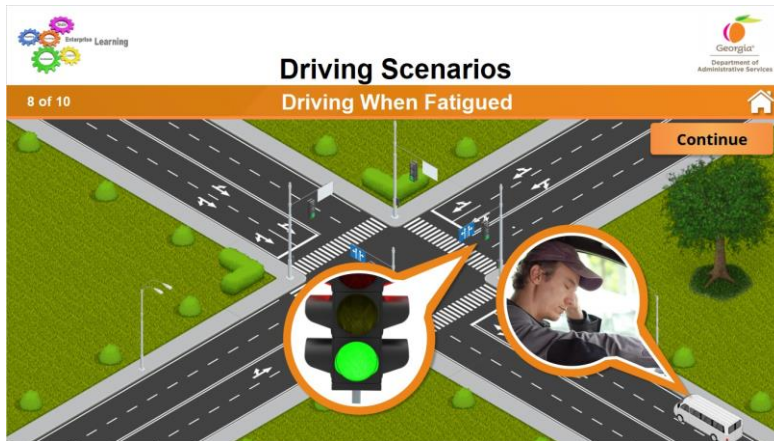
- ☐ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.
- ☐ Temporarily stop and allow the bus to turn.
- ☐ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.
- ☒ Keep her eyes on the road and not her phone. Slow down as she approaches the bus. Allow the bus to turn.

Incorrect

That is incorrect. Please try again.

Try Again

6.8 Driving Fatigued



Notes:

This scenario is being reviewed because driving fatigued, or impaired in other ways, has become extremely common. Jerry works two jobs and finds himself quite fatigued while driving the van this morning.. He has 5 commuters in the van with him as he approaches an intersection. The light is green at the moment but is getting ready to change.

The light has changed to yellow as Jerry approaches the intersection. Ben, another driver is approaching the intersection from another direction. He's trying to find a radio station that he likes.

The light has changed to red for Jerry but he is too drowsy and doesn't notice in time to stop. Ben looks up to see that the light is green. He doesn't recognize that Jerry is approaching the intersection too fast to stop.

Ben hits Jerry's van at 45 mph. Jerry and one of the commuters sitting on that side of the van are severely injured. Both vehicles are totaled.

The best practices for dealing with fatigue are as follows:

Take notice of your own physical condition and be honest about what is causing it.

Make safety the priority - realize that some life changes may be necessary if this is a chronic situation.

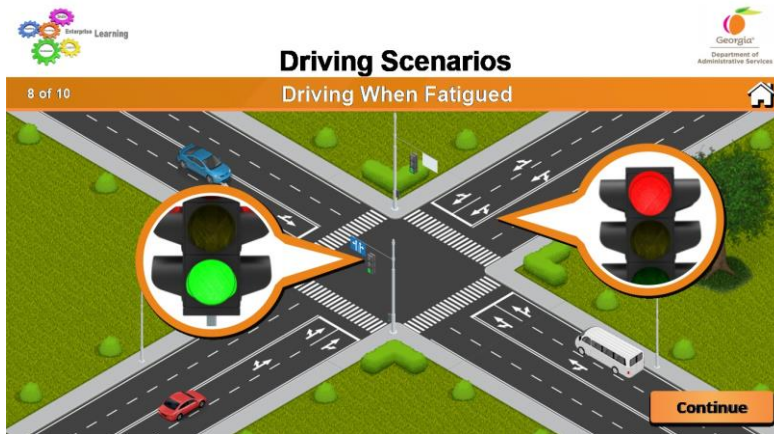
Park and rest - getting there is not as important as staying alive and well.

Ask someone else to take over driving if possible.

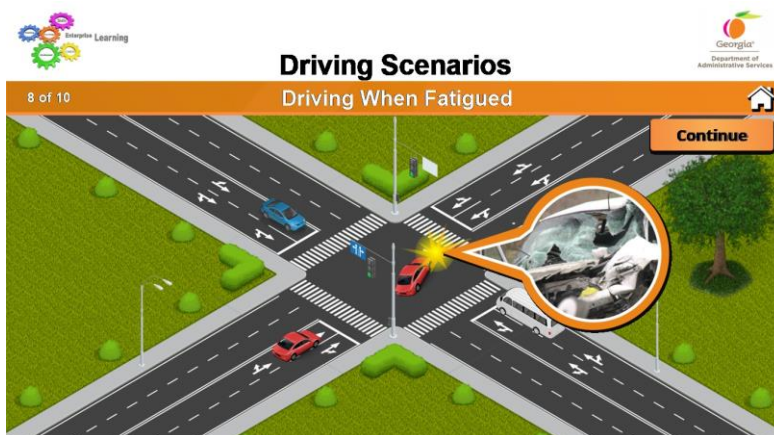
StoryFrame02 (Slide Layer)



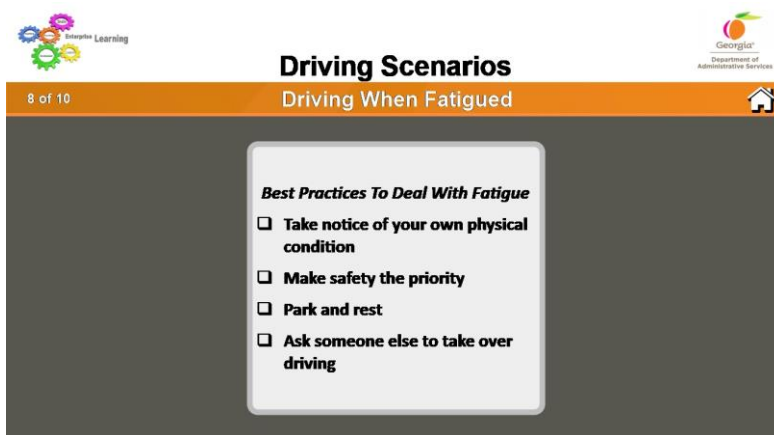
StoryFrame3 (Slide Layer)



StoryFrame4 (Slide Layer)





Text Layer (Slide Layer)



6.9 Multiple Selection

(Multiple Response, 10 points, 2 attempts permitted)



Driving Scenarios

9 of 10Review

What should you do if you find yourself driving when fatigued? Which of the following are safe choices?

- ☐ A) Go faster to get there before you fall asleep
- ☐ B) Talk to yourself
- ☒ C) Park and rest
- ☐ D) Turn on loud music
- ☒ E) Ask someone else to take over driving
- ☐ F) Stop and get some coffee

Correct	Choice
	A) Go faster to get there before you fall asleep
	B) Talk to yourself
X	C) Park and rest
	D) Turn on loud music
X	E) Ask someone else to take over driving
	F) Stop and get some coffee

Feedback when correct:



That's right! You selected the correct responses.

Feedback when incorrect:

You did not select the correct responses. C & E are correct.

Notes:

Correct (Slide Layer)



Driving Scenarios

9 of 10 Review

What should you do if you are in a driving scenario? Select all that apply. Which of the following are safe choices?

Correct

That's right! You selected the correct responses.

☐ A) Go faster to get out of the situation

☐ B) Talk to your friend about the situation

☒ C) Park and wait for someone to help



☐ D) Turn on loud music

☒ E) Ask someone else to take over driving

☐ F) Stop and get some coffee

Continue

Incorrect (Slide Layer)



Driving Scenarios

9 of 10 Review

What should you do if you are in a driving scenario? Select all that apply. Which of the following are safe choices?

Incorrect

You did not select the correct responses. C & E are correct.

☐ A) Go faster to get out of the situation

☐ B) Talk to your friend about the situation

☒ C) Park and wait for someone to help

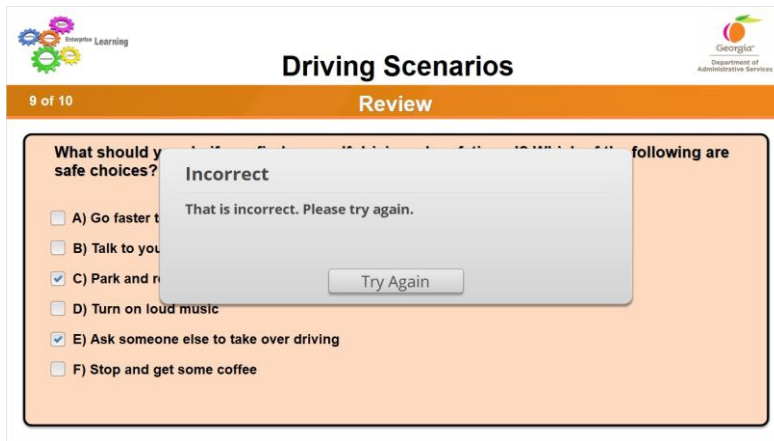
☐ D) Turn on loud music

☒ E) Ask someone else to take over driving

☐ F) Stop and get some coffee

Continue

Try Again (Slide Layer)




The screenshot shows a presentation slide titled "Driving Scenarios" with a sub-header "Review" and a progress indicator "9 of 10". The slide content asks "What should you do if you are in a difficult driving situation? Which of the following are safe choices?". A list of options is provided: A) Go faster to get out of the situation, B) Talk to your passengers, C) Park and rest, D) Turn on loud music, E) Ask someone else to take over driving, and F) Stop and get some coffee. A grey feedback box is overlaid on the slide, stating "Incorrect" and "That is incorrect. Please try again.", with a "Try Again" button at the bottom.

What should you do if you are in a difficult driving situation? Which of the following are safe choices?

- ☐ A) Go faster to get out of the situation
- ☐ B) Talk to your passengers
- ☒ C) Park and rest
- ☐ D) Turn on loud music
- ☒ E) Ask someone else to take over driving
- ☐ F) Stop and get some coffee

Incorrect
That is incorrect. Please try again.
[Try Again](#)

6.10 Summary



The screenshot shows a presentation slide titled "Importance of Safe Driving" with a sub-header "Module Summary" and a progress indicator "10 of 10". The slide features a green road sign that reads "What have you learned?". To the right of the sign is a list of four items to be checked off: "Best practices for backing up", "Best practices when following", "Best practices to avoid distraction", and "Best practices if tired when driving". A red arrow points from a text box "Check off each item you learned" to the list.

What have you learned?

Check off each item you learned



- ☐ Best practices for backing up
- ☐ Best practices when following
- ☐ Best practices to avoid distraction
- ☐ Best practices if tired when driving

Notes:

So, what have you learned?. Check off the items you have covered in this module.

7. M5 Course Completion

7.1 Contacts





Course Conclusion

Contact

If you have questions regarding Dos and Don'ts for Safe Driving course, contact either Charles Lawrence or Hiram Lagroon via email at losscontrol@doas.ga.gov or call (404) 656-9469.

If you have any comments or feedback regarding this course, send an email to: georgia.learning@doas.ga.gov



Charles Lawrence Hiram Lagroon



Notes:

Direct any questions about the course topic to the indicated individuals.

Direct any comments or feedback about the course to the Enterprise Learning email address listed.

7.2 Course Results

(Results Slide, 0 points, 1 attempt permitted)



Course Completion

Course Result

Your Score: %Results.ScorePercent%% (%Results.ScorePoints% points)

Passing Score: %Results.PassPercent%% (%Results.PassPoints% points)

Result:



Results for
3.8 Multiple Selection
3.9 Drag & Match
4.8 Multiple Selection
4.9 Multiple Selection
5.8 Multiple Choice
5.9 Multiple Selection
6.3 Multiple Choice
6.5 Multiple Selection
6.7 Multiple Choice
6.9 Multiple Selection

Result slide properties

Passing 80%

Score

Success (Slide Layer)





Course Completion

Course Result



Your Score: %Results.ScorePercent%% (%Results.ScorePoints% points)

Passing Score: %Results.PassPercent%% (%Results.PassPoints% points)

Result:  Congratulations, you passed.



Failure (Slide Layer)





Course Completion

Course Result



Your Score: %Results.ScorePercent%% (%Results.ScorePoints% points)

Passing Score: %Results.PassPercent%% (%Results.PassPoints% points)

Result:  You need to retake the course



7.3 Course End



Course Completion

Click on Exit to End the Course

- Describe why safe driving is important to you and the state
- Recognize and use positive behaviors while driving
- Recognize and avoid negative behaviors that result in unsafe driving
- Identify best practices for particular driving situations

[Exit](#)

Notes:

Congratulations! Now that you have completed the course you are ready to:

Describe why safe driving is important to you and the state

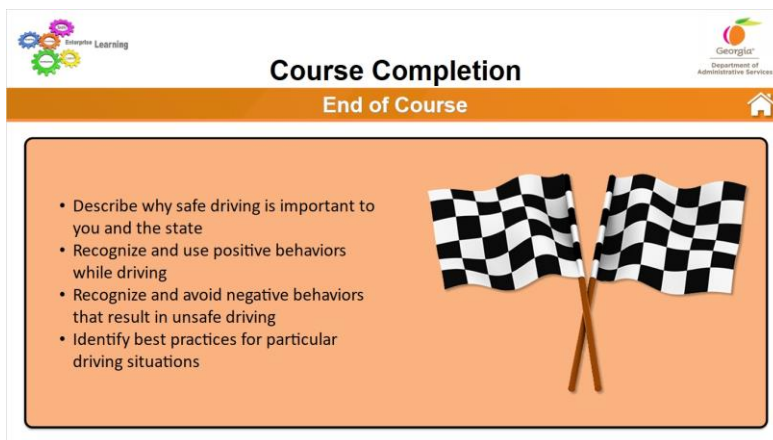
Recognize and use positive behaviors while driving

Recognize and avoid negative behaviors that result in unsafe driving

Identify best practices for particular driving situations

Click on Exit to end the course.

7.4 Course End



Notes:

Congratulations! Now that you have completed the course you are ready to:

Describe why safe driving is important to you and the state

Recognize and use positive behaviors while driving

Recognize and avoid negative behaviors that result in unsafe driving

Identify best practices for particular driving situations

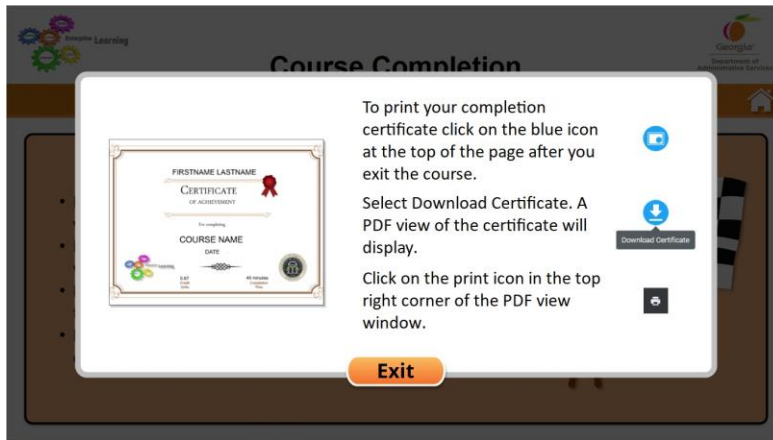
Click on Continue

To print your completion certificate click on the certificate icon at the top of the page after you exit the course.

Select Download Certificate. A PDF view of the certificate will display.

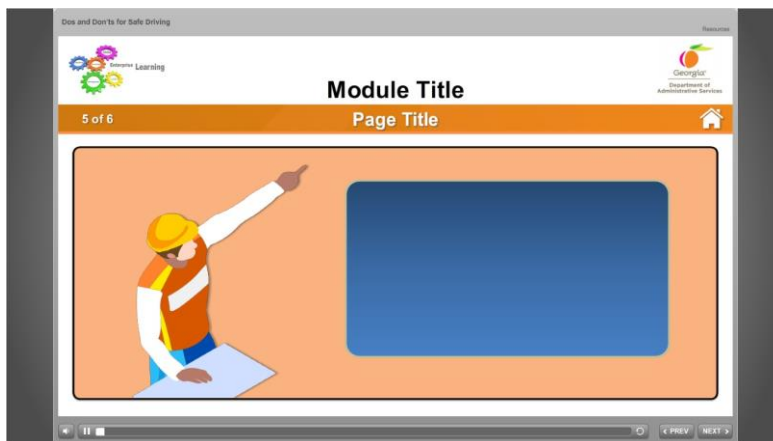
Click on the print icon in the top right corner of the PDF view window.

Certificate Instructions (Slide Layer)



8. Navigation

8.1 Features and Navigation LightBox



Notes:

The resources link provides access to a course transcript and in some cases other resource documents that can be downloaded and printed.

The purpose of the Home button is to take you to the course menu.

The previous and next buttons allow you to navigate thru the pages of the course.

The seekbar allows you to play, pause, or replay the content of a page. On some pages this control will not be available.

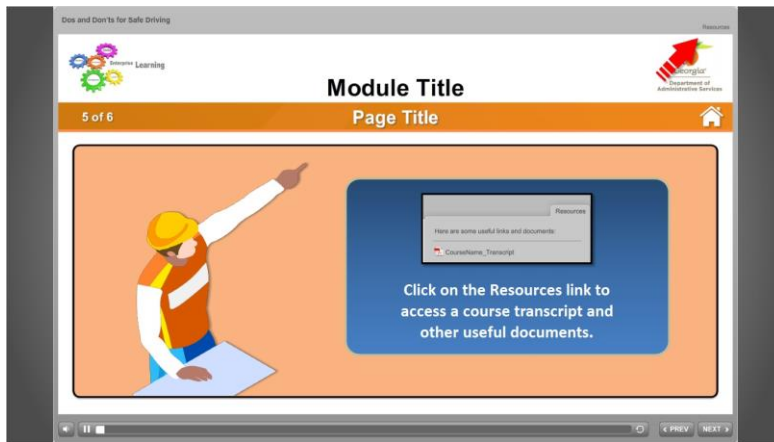
The volume control is for adjusting the audio level.

Page numbers will show you how far along you are in a module.

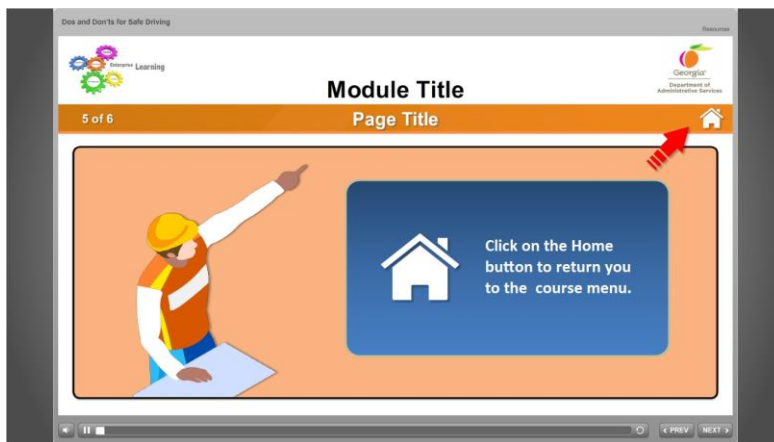
The module and page title will indicate what topic you are currently viewing.

Throughout the course helpful icons may appear that allow you to view additional information or select actions.

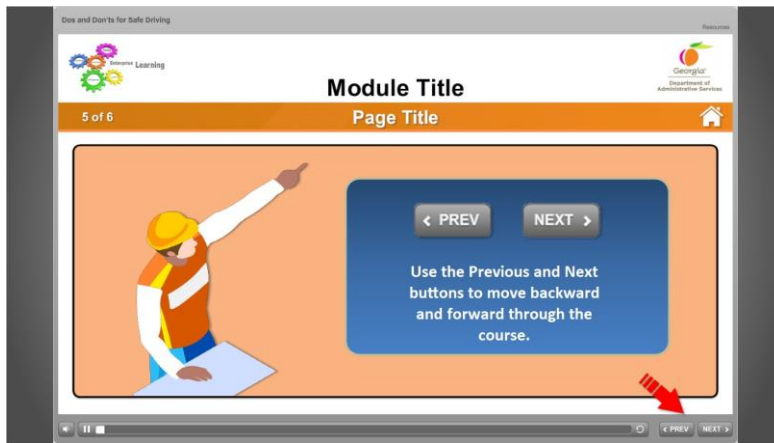
Resources (Slide Layer)



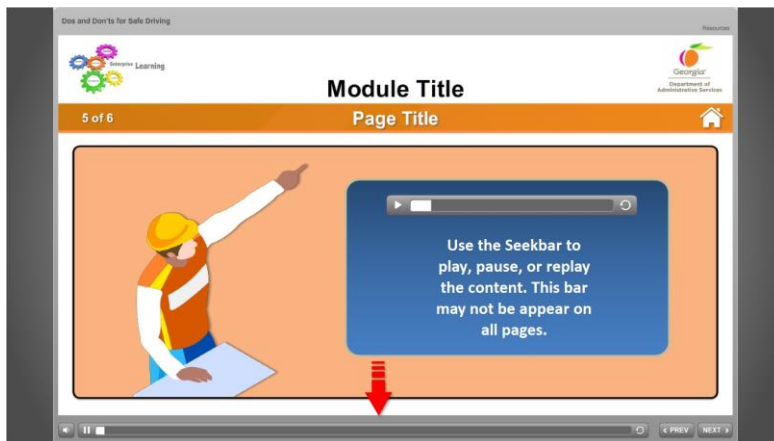
Home Menu Layer (Slide Layer)



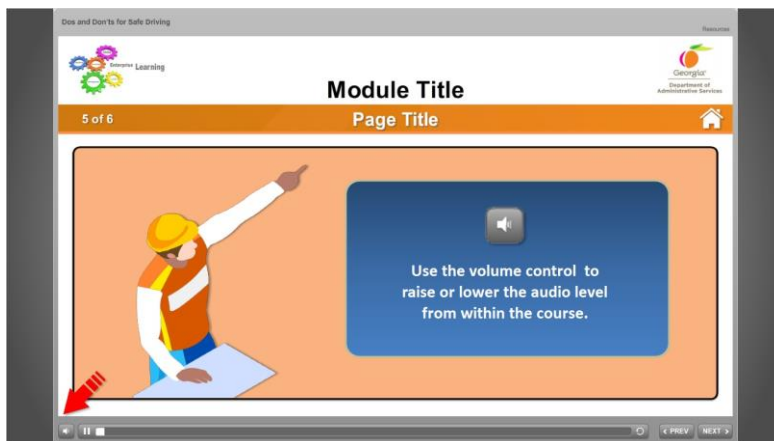
Prev and Next Layer (Slide Layer)



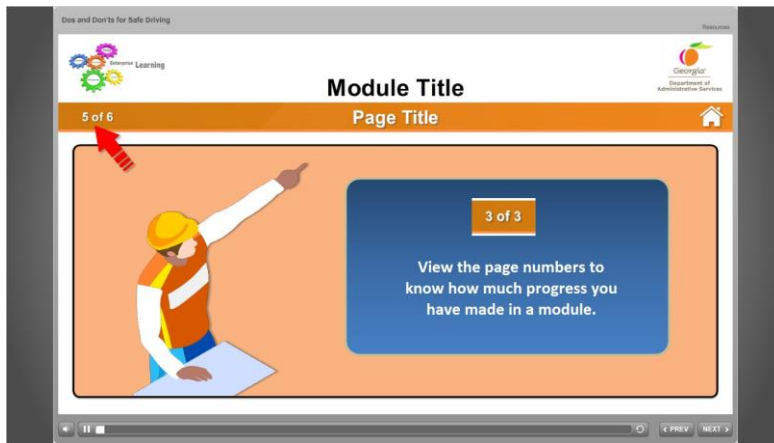
Seek Bar Layer (Slide Layer)



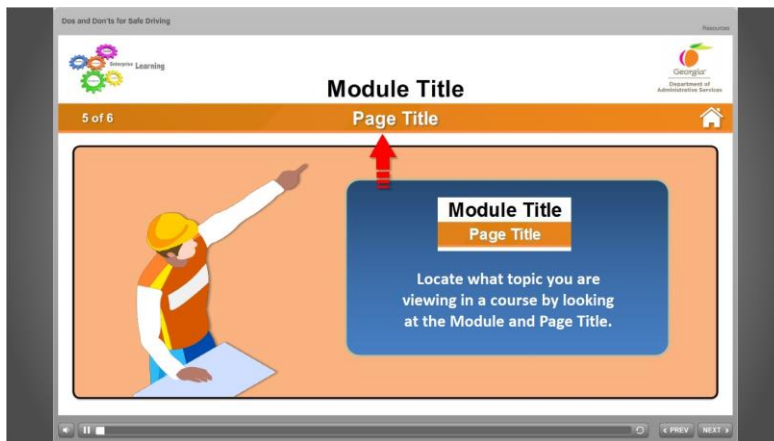
Volume Control Layer (Slide Layer)



Page Numbers (Slide Layer)



Module Page Title (Slide Layer)



Icons (Slide Layer)

